

**Matteson Area Public Library District  
Board of Trustees Meeting  
May 9, 2017  
7:00 pm**

1. Call to Order

- President Dwayne Shipp called the meeting to order at 7:06 pm.

2. Roll Call

Present were Trustees Dwayne Shipp, Howard Hunigan, Milfred Moore, Beverly Coleman, Harold Gillis, and Temitope Babayode. Also present were Director Kathy Berggren, Assistant Director Lisa Morrison-Korajczyk, Business Manager Jeanne Mueller, Administrative Assistant Laretta Benford, and a library patron Andrea' Williams. Trustee Leana Page was absent.

3. Pledge of Allegiance

4. Public Comments

- No public available for comment.

5. Consent Agenda

- Trustee Gillis made a motion to accept the consent agenda. Seconded by Trustee Moore.

Trustee Shipp asked to have the State Statutes presented to the Board with information concerning a Board member who is off the Board but a new Trustee has not been appointed; is the former Board member still on the Board? Roll call vote.

- |                         |                           |
|-------------------------|---------------------------|
| ❖ Milfred Moore - yes   | ❖ Howard Hunigan - yes    |
| ❖ Harold Gillis – yes   | ❖ Dwayne Shipp – yes      |
| ❖ Beverly Coleman – yes | ❖ Temitope Babayode – yes |
| ❖ Leana Page - absent   |                           |

Motion carried.

6. Public Comment

- Trustee Moore made a motion to revise the order of the agenda to return to public comment. Seconded by Trustee Babayode. Ayes 6. Nays 0. Motion carried.
  
- Andrea' Williams a Matteson patron introduced herself to the Board and asked for information on the open Trustee position.

## 7. Consideration of Financial Report

- Trustee Moore made a motion to approve the disbursement of \$153,016.72 for April operating expenses; \$102,616.97 for payroll and \$50,399.75 for invoices. Seconded by Trustee Gillis.
  
  - Business Manager, Jeanne Mueller, gave her recap of the checks written in April. Roll call vote.
    - ❖ Milfred Moore - yes
    - ❖ Harold Gillis – yes
    - ❖ Beverly Coleman – yes
    - ❖ Leana Page - absent
    - ❖ Howard Hunigan - yes
    - ❖ Dwayne Shipp – yes
    - ❖ Temitope Babayode – yes
- Motion carried.

## 8. Directors Updates

- Director Berggren pointed out the hand-outs for the ATLAS upcoming training.
  
- She recapped the results of the focus groups' findings.
  
- She reported that she met with a representative from AFLAC in order to offer to the staff another supplemental insurance option.
  
- She asked if anyone might need a ride to the LACONI Banquet on May 12, 2017.
  
- Trustee Shipp reported that people are beginning to inquire about purchasing our west lot property.

## 9. Open Items

- A motion from the Finance Committee to introduce and table for one month the Working Budget for FY17-18. Roll call vote.
    - ❖ Milfred Moore - yes
    - ❖ Harold Gillis – yes
    - ❖ Beverly Coleman – yes
    - ❖ Leana Page - absent
    - ❖ Howard Hunigan - yes
    - ❖ Dwayne Shipp – yes
    - ❖ Temitope Babayode – yes
- Motion carried.
- Motion from the Finance Committee to approve the three year bid by O'Neill and Gaspardo for auditing beginning at a cost of \$9,200 for FY16-17, \$9,600 for FY17-18 and \$9,900 for FY18-19. Roll call vote.
    - ❖ Milfred Moore - yes
    - ❖ Harold Gillis – yes
    - ❖ Beverly Coleman – yes
    - ❖ Leana Page - absent
    - ❖ Howard Hunigan - no
    - ❖ Dwayne Shipp – yes
    - ❖ Temitope Babayode – yes
- Motion carried.

## 10. Election of Officers

- Trustee Gillis nominated Trustee Shipp for the Office of President. Seconded by Trustee Moore. Trustee Shipp accepted. President Shipp moved to close the nominations for President. Ayes 6. Nays 0. Abstentions 0.
- Trustee Gillis nominated Trustee Hunigan for the Office of Vice President. Seconded by Trustee Moore. Trustee Hunigan accepted. President Shipp moved to close the nominations for Vice President. Ayes 6. Nays 0. Abstentions 0.
- Trustee Gillis nominated Trustee Moore for the Office of Treasurer. Seconded by Trustee Hunigan. Trustee Moore accepted. President Shipp moved to close the nominations for Treasurer. Ayes 6. Nays 0. Abstentions 0.
- Trustee Babayode nominated Trustee Gillis for the Office of Secretary. Seconded by Trustee Hunigan. Trustee Gillis accepted. President Shipp moved to close the nominations for Secretary. Ayes 6. Nays 0. Abstentions 0.
- There was a motion to allow the current Board committees to remain as they currently are. Ayes 6. Nays 0. Motion carried.

Chairs for the next year are: Trustee Howard Hunigan, Building & Grounds; Trustee Harold Gillis, Personnel & Policy; Trustee Milfred Moore, Finance & Insurance.

- There was a discussion to formulate the process of the Director's Evaluation. Trustee Gillis indicated that the Director received a copy of the new evaluation form; and will turn in her annual report to him by May 15<sup>th</sup>. After that a special meeting will be held on May 17<sup>th</sup> to discuss her evaluation.

Trustee Shipp will provide the Board with a draft of the Director's written evaluation.

- Trustee checking signing schedule will change as of June, 2017.
- Trustee Coleman wanted to know what the process is to get registered for ALA in June.

## 11. New Business

- Trustee Moore made a motion to allow Director Berggren to go to the Illinois SHRM Conference in September with a total budget allowance of \$677 consisting of \$450 for registration, \$107 for mileage, and \$120 for meals. Seconded by Trustee Gillis. Roll call vote.
    - ❖ Milfred Moore - yes
    - ❖ Harold Gillis – yes
    - ❖ Beverly Coleman – yes
    - ❖ Leana Page - absent
    - ❖ Howard Hunigan - yes
    - ❖ Dwayne Shipp – yes
    - ❖ Temitope Babayode – yes
- Motion carried.

12. Correspondence

- Trustee Shipp read a letter written to the Board and Director Berggren regarding Renee Navarre’s retirement effective May 26<sup>th</sup>.
- A letter from the Secretary of State regarding the library being awarded \$14,759.35 in Per Capita grant funds; or \$.7764 per resident.

13. Comments by Library Officials, Trustee Committee Oral Reports, and setting any future committee meeting dates

- Trustee Moore commented on texts being sent out to Board members in a group text requiring an answer are public and could be FOIA’d.
- He also commented that he and Trustee Hunigan attended the RAILS workshop on “How to be a Better Trustee.”
- May 26<sup>th</sup> is the deadline for applications for the open Board position.

Trustee Gillis made a motion to adjourn the meeting. Seconded by Trustee Coleman. Ayes 6. Nays 0. Motion carried.

The Board Meeting adjourned at 8:40 pm.

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Approved, Harold Gillis, Secretary

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Minutes Prepared by  
Lauretta Benford, Administrative Assistant