

**Matteson Area Public Library District
Board of Trustees
Special Meeting
May 19, 2016
6:00 pm**

Vice President Harold Gillis called the meeting to order at 6:10 pm.

Present were Trustees Harold Gillis, Leana Page, Beverly Coleman, Howard Hunigan, and Director Kathy Berggren. Trustees Temitope Babayode and Dwayne Shipp were absent. Trustee Mildred Moore arrived at 7:00 pm.

1. No public present
2. There was a discussion on the Administrative Assistant's position to the Board.
3. Succession Plan Discussion
 - Board needs a copy of the current job description to review and potentially re-write.
 - Final approval of the Succession Plan should be decided by a committee of the whole.
 - Trustee Gillis reviewed Director Berggren's highlighted sections of the draft.
 - Trustee Coleman asked to have section "a-g" indexed.
 - Trustee Hunigan requested the word President be deleted on page 2 #1 and replaced with "The Board."
 - All references to "Board of Directors" should be changed to "Board of Trustees."
 - All references to "Chairman" should be changed to "President."
 - #9 change last word from "apply" to "submit a formal application."
 - #12 rather than state "credit and criminal;" change to "thorough background check". Delete the second sentence.
 - #16 delete the last line after #16.
 - Page 4 #1, change Administration to Director. Delete the two following sentences.
 - #2 delete the word "current."
 - Trustee Hunigan requested a background check on all new employees.
 - Trustee Coleman requested a new organizational chart in the same format as the old one with the # of employees included.

Trustee Coleman made a motion to adjourn the meeting. Seconded by Trustee Moore. Ayes 5. Nays 0. Motion carried.

Meeting adjourned at 8:02 pm.