

**Matteson Area Public Library District
Board of Trustees Meeting
July 11, 2017
7:00 pm**

1. Call to Order

- President Dwayne Shipp called the meeting to order at 7:00 pm.

2. Roll Call

Present were Trustees Dwayne Shipp, Howard Hunigan, Harold Gillis, and Temitope Babayode. Also present were Director Kathy Berggren, Assistant Director Lisa Morrison-Korajczyk, Business Manager Jeanne Mueller, Cook and Kocher Insurance Agent Jack Cook, and Administrative Assistant Laretta Benford. Trustee Beverly Coleman was absent. Trustee Mildred Moore arrived at 7:15 pm.

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 after removing Items B and D. Seconded by Trustee Hunigan. Roll call vote

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| ❖ Harold Gillis - yes | ❖ Howard Hunigan - yes |
| ❖ Temitope Babayode – yes | ❖ Dwayne Shipp – yes |

Motion carried.

6. Items Removed from the Consent Agenda

- Item B; approval of minutes for the regular meeting of June 13, 2017 was corrected, and Item D; approval of minutes for the June 21, 2017 Committee of the Whole meeting are still being worked on.

7. Jack Cook, Cook & Kocher Insurance

- Mr. Cook presented the Board the renewal of insurance and projected costs for the coming year.

8. Consideration of Financial Report

- Trustee Moore made a motion to approve the disbursement of \$239,633.15 for June operating expenses; \$196,571.86 for payroll and \$43,061.29 for invoices. Seconded by Trustee Gillis.
- Business Manager, Jeanne Mueller, gave her recap of the checks written in June. Roll call vote.

- ❖ Milfred Moore - yes
- ❖ Harold Gillis – yes
- Motion carried.
- ❖ Howard Hunigan - yes
- ❖ Dwayne Shipp – yes
- ❖ Temitope Babayode – yes

- A Finance Committee meeting was set for July 19th at 6:30 pm.
- It was suggested that on-line payments should be looked into which would require two Trustee signatures. Also, a mobile credit card machine.

9. Directors Updates

- Attendance for June was 12,645 in-house and 388 out-of-house.
- The library will be scheduling its annual audit and all minutes for FY16-17 must be signed.
- Agenda's need to be posted 48 hours in advance in order for a meeting to be legal. Director Berggren is to let the Board know if a meeting is illegal.
- The Chairman of each Committee should take minutes at each meeting. Forms will be left on the table.
- The Administrative Office will be ordering a cell phone to be left in the office for the purpose of calling and texting Board members.

10. Open Items

- Trustee Gillis made a motion to appoint Andrea Williams to the Board. Seconded by Trustee Babayode. Roll call vote.
 - ❖ Milfred Moore - yes
 - ❖ Harold Gillis – yes
 - Motion carried.
 - ❖ Howard Hunigan - yes
 - ❖ Dwayne Shipp – yes
 - ❖ Temitope Babayode – yes
- Trustee Hunigan made a motion to approve the agenda for the annual meeting to be held on August 8, 2017. Seconded by Trustee Babayode. Roll call vote.
 - ❖ Milfred Moore - yes
 - ❖ Harold Gillis – yes
 - Motion carried.
 - ❖ Howard Hunigan - yes
 - ❖ Dwayne Shipp – yes
 - ❖ Temitope Babayode – yes
- Trustee Moore made a motion to introduce and table for 30 days the Matteson Area Public Library District Budget and Appropriations for the Fiscal Year originating July 1, 2018 ending June 30, 2019. Seconded by Trustee Hunigan. Roll call vote
 - ❖ Milfred Moore - yes
 - ❖ Harold Gillis – yes
 - Motion carried.
 - ❖ Howard Hunigan - yes
 - ❖ Dwayne Shipp – yes
 - ❖ Temitope Babayode – yes

- Trustees Shipp and Moore will audit the secretary's minutes for FY16-17.
 - Trustee Gillis made a motion to table the approval of the Director's compensation for FY17-18. Seconded by Trustee Moore. Roll call vote.
 - ❖ Milfred Moore - yes
 - ❖ Harold Gillis – yes
 - ❖ Howard Hunigan - yes
 - ❖ Dwayne Shipp – yes
- Motion carried.
- ❖ Temitope Babayode – yes

11. New Business

- A Trustee Retreat has been scheduled for August 19th at 10:00 am; the agenda will be: Setting Goals and Objectives for FY17-18.

12. Correspondence

- A letter from Klein, Thorpe & Jenkins regarding Sears tax appeal.
- Director Berggren is to check with Attorney Greg Smith about paying the former Village library's debt to Cook County.


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

- Trustee Moore attended the ALA exhibit floor at the annual conference held in Chicago.
- It was suggested that the library have some kind of signage in the churches in Matteson to get a library card.

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

The Board Meeting adjourned at 8:45 pm.


Approved, Harold Gillis, Secretary


Minutes Prepared by
Laretta Benford, Administrative Assistant