

**Matteson Area Public Library District
Board of Trustees Meeting
June 13, 2017
7:00 pm**

1. Call to Order

- President Dwayne Shipp called the meeting to order at 7:03 pm.

2. Roll Call

Present were Trustees Dwayne Shipp, Temitope Babayode, Milfred Moore, Howard Hunigan, and Beverly Coleman. Also present were Director Kathy Berggren, Assistant Director Lisa Morrison-Korajczyk, Business Manager Jeanne Mueller and, Administrative Assistant Laretta Benford. Trustee Harold Gillis arrived at 7:06. Trustee Leana Page was absent.

3. Pledge of Allegiance

4. Public Comments

- No public available for comment.

5. Consent Agenda

- Trustee Moore made a motion to accept the consent agenda. Seconded by Trustee Hunigan. Roll call vote
 - Trustee Moore indicated that there was a small error in the adult service report.
 - ❖ Milfred Moore - yes
 - ❖ Beverly Coleman – yes
 - ❖ Leana Page - absent
 - ❖ Howard Hunigan - yes
 - ❖ Dwayne Shipp – yes
 - ❖ Temitope Babayode – yes
- Motion carried.

6. Consideration of Financial Report

- Trustee Moore made a motion to approve the disbursement of \$220,894.29 for May operating expenses; \$125,961.65 for payroll and \$94,932.64 for invoices. Seconded by Trustee Babayode.
- Business Manager, Jeanne Mueller, gave her recap of the checks written in May. Roll call vote.
- Trustee Shipp suggested that we get invoices for each payment from Klein, Thorpe & Jenkins, Hayes Mechanic and others that are billed quarterly.
- Trustees Shipp and Gillis wanted to know how we can be sure we are receiving competitive prices from our vendors. 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.

7. Directors Updates

- Director Berggren reported that the library would be showing movies on June 30, July 28, and August 25. During these dates the library would stay open until 9:00 pm. She is testing the attendance to find out if there is a need to stay open late on Friday's in the future.
- She still needs copies of the May 17, 2017 Board meeting.
- The Village mowed the west lot for us.
- Senate Bill 81 was passed by both houses; minimum wage increase.
- There was an incident here at the library where someone set fire to the outside trash can.
- The Green Thumb Garden club did all the outside planters in the courtyard.
- Colleen VanderHye submitted a grant request for "Bird Brain"; robots to teach older people coding.
- Representative Al Riley had some discretionary funds left over, his office is funding interns and he called the library to see if we would like to use them for twenty hours.
- Senator Hastings, Representatives Al Riley and Anthony DeLuca presented at the Trustee night.

8. Open Items

- Trustee Babayode made a motion to remove from the table and approve the Working Budget for FY17-18 with any and all updates. Seconded by Trustee Moore. 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.

- Trustee Gillis made a motion to approve Resolution 061317-03 authorizing the distribution of public library cards for non-residents. Seconded by Trustee Babayode. Ayes 6. Nays 0. Motion carried.

- Trustee Moore made a motion to approve the library's membership in the Matteson Rotary Club in FY17-18. Trustees Gillis and Shipp will be Board member participants and the staff member, Tiffany. 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.

- Trustee Gillis made a motion to approve Ordinance 41964-0001 authorizing the Prevailing Wage to be followed for FY17-18.

- Trustee Shipp reported that he had received a letter and resume from a perspective candidate regarding the open Board seat. June 28th at 6:00 pm has been scheduled for interviews.

9. 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.

10. Correspondence

- Trustee Gillis read a letter from Klein, Thorpe and Jenkins indicating that Liberty Plaza and Target were asking for an extension.

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

- The Committee of the Whole will meet on June 21, 2017 at 6:30 pm for a closed session meeting.

- Trustee Shipp commented that the Trustee Meet & Greet was a nice program.

- Trustee Moore schedule a Finance meeting on June 21, 2017 at 6:00 pm.

- Trustees Moore and Coleman will be attending the ALA Conference.

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

The Board Meeting adjourned at 8:19 pm.

Approved, Harold Gillis, Secretary

Minutes Prepared by
Laretta Benford, Administrative Assistant