

**Matteson Area Public Library District
Board of Trustees Meeting
November 14, 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, Harold Gillis, Temitope Babayode, Andrea Williams, Beverly Coleman, Howard Hunigan. Also present were Director Kathy Berggren, Assistant Director Lisa Morrison-Korajczyk, Business Manager Jeanne Mueller, Youth Services Coordinator Nikeda Webb, and Administrative Assistant Laurreta Benford. Trustee Milfred Moore arrived at 7:20 pm.

3. Pledge of Allegiance

4. Opportunity for Public Comment

- No public available for comment

5. Consent Agenda

- Trustee Gillis made a motion to accept the consent agenda. Seconded by Trustee Hunigan. Roll call vote.

❖ Harold Gillis - yes	❖ Howard Hunigan - yes
❖ Beverly Coleman – yes	❖ Dwayne Shipp – yes
❖ Temitope Babayode – yes	❖ Andrea Williams – yes

Motion carried.

6. Consideration of Financial Report

- Trustee Coleman made a motion to approve the disbursement of \$211,392.01 for October operating expenses; \$133,038.71 for payroll and \$78,353.30 for invoices. Seconded by Trustee Babayode.

- Business Manager, Jeanne Mueller, gave her recap of the October expenditures. Roll call vote.

❖ Harold Gillis - yes	❖ Howard Hunigan - yes
❖ Andrea Williams – yes	❖ Dwayne Shipp – yes
❖ Temitope Babayode – yes	❖ Beverly Coleman – yes

Motion carried.

7. Lisa Morrison-Korajczyk, Public Services Coordinator

- Lisa gave her annual report on the Adult Services department and the progress they have made to date with their programming.

She also gave a report on the Marketing team's new marketing plan. Proposed changes to the mission statement were presented to the Board for their consideration.

8. Director's Updates

- Director Berggren reported that the library is aware of the parking lot lights being out. There is a short in the wiring underground and the electricians will be working on them shortly.

All staffing for the computer lab is now complete. We've also hired a part time maintenance man and a new shelver. Interviews are still being conducted for another shelver.

There have been some issues with our current security camera company as they do not provide maintenance in a timely manner. Three cameras need to be replaced. Bids are being solicited from other companies to take over maintaining the camera system.

The annual staff surveys were distributed to the staff. The major concern to the staff is more training. This issue is being addressed by training Marla to be a trainer.

Corrections and updates have been made to the Personnel Handbook.

The office staff will be getting new payroll software.

The library staff In-Service workshop will be December 1. The majority of the staff will be at Tinley Park Convention Center in the morning for an ATLAS program. The afternoon will conclude with a lunch buffet, safety training, web design workshop for some, and designated projects for others.

The Auditor will be at the December meeting. The final audit report has been held up while we wait for the Village to pass a Resolution clearing us of future IMRF payments to them. President Shipp said to give the Village until November 30.

An invoice has been received from Hartford following the Workman's Comp audit. As not enough funds were allotted for this added amount, the item is to be placed on the December Board agenda; and Director Berggren is to ask for a 30 day extension.

9. Open Items

- Trustee Moore made a motion to remove from the table and approve the Property Tax Levy request Ordinance 41964-1819-0001, for FY18-19. Seconded by Trustee Williams. Roll call vote.

- ❖ Harold Gillis - yes
- ❖ Andrea Williams – yes
- ❖ Temitope Babayode – yes
- ❖ Milfred Moore - yes
- ❖ Howard Hunigan - yes
- ❖ Dwayne Shipp – yes
- ❖ Beverly Coleman – yes

Motion carried.

- Trustee Moore made a motion to approve Resolution 111417-01, Authorization for a District Emergency Cash Fund. Seconded by Trustee Babayode. Roll call vote.

- ❖ Harold Gillis - Abstain
- ❖ Andrea Williams – yes
- ❖ Temitope Babayode – yes
- ❖ Milfred Moore – yes
- ❖ Howard Hunigan - yes
- ❖ Dwayne Shipp – yes
- ❖ Beverly Coleman – yes

Motion carried.

- It was determined that the AV Interactive Project will go out for bids. The Finance Committee will meet to discuss further.

10. Correspondence

- A thank you letter from the Cancer Support Center for an honorarium in the amount of \$100.
- An item on the Village's Facebook page discussing the closing of the Target Store credited the library with being the only good place in town.
- Copies of the Sun Times Business ads were distributed to show the library's ad.

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

- Trustee Babayode asked about the Christmas Dinner for Trustees.
- Trustee Moore scheduled a Finance meeting for December 5th at 6:30 pm.
- Trustee Gillis reported that the Village Administrator Brian Mitchell spoke at the Rotary luncheon on the issue of good customer service lacking in Matteson businesses.

Trustee Gillis made a motion to adjourn the meeting. Seconded by Trustee Hunigan. Ayes 7. Nays 0. Motion carried.

The Board Meeting adjourned at 9:05 pm.

Approved, Harold Gillis, Secretary

Minutes Prepared by

Lauretta Benford, Administrative Assistant