

**Matteson Area Public Library District
Board of Trustees Meeting
October 17, 2017
7:00 pm**

1. Call to Order

2. Roll Call

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

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
 - ❖ Beverly Coleman – yes
 - ❖ Milfred Moore – yes
 - ❖ Howard Hunigan - yes
 - ❖ Dwayne Shipp – yes
 - ❖ Andrea Williams – yesMotion carried.

6. Consideration of Financial Report

- Trustee Moore made a motion to approve the disbursement of \$218,238.60 for September operating expenses; \$141,202.57 for payroll and \$77,036.03 for invoices. Seconded by Trustee Hunigan.
- Business Manager, Jeanne Mueller, gave her recap of the September expenditures. Roll call vote.
 - ❖ Harold Gillis - yes
 - ❖ Andrea Williams – yes
 - ❖ Milfred Moore – yes
 - ❖ Howard Hunigan - yes
 - ❖ Dwayne Shipp – yes
 - ❖ Beverly Coleman – yesMotion carried.
- Trustee Moore made a motion to transfer \$1 million from Corporate Fund to the Special Reserve Fund. Seconded by Trustee Williams. Roll call vote.

Trustee Moore withdrew his motion to transfer \$1 million from Corporate Fund to the Special Reserve Fund.

- Trustee Moore motioned to table the transfer of \$1 million from the Corporate Fund to the Special Reserve Fund. Seconded by Trustee Williams.

Director Berggren briefed the Board on the reason for the transfer of the funds. Trustee Moore withdrew his motion to table the transfer of funds.

- Trustee Moore made a motion to transfer \$1 million from Corporate Fund to the Special Reserve Fund. Seconded by Trustee Coleman. Roll call vote.

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

Motion carried.

- Trustee Moore made a motion to approve the application for a new Chase account as part of the library’s application for a credit card payment option for patrons through Chase Bank. Seconded by Trustee Gillis. Roll call vote.

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

Motion carried.

- Jeanne Mueller passed around a signature card from First Midwest Bank for all Trustees to sign.

7. Director’s Updates

- Director Berggren showed a video that was created by a Summer Intern that was sent over from Representative Al Riley’s office. This video will be a part of the Villages’ web page.
- She briefed the Board on the RAILS membership standards and the new RAILS museum pass program changes.

8. Open Items

- Trustee Moore made a motion to remove from the table and approve Section 2.2 of the General Policy Manual, Customer Service Policy. Seconded by Trustee Hunigan. Ayes 6. Nays 0. Motion carried.
- Trustee Gillis made a motion to introduce and table for one month the Property Tax Levy request Ordinance 41964-1819-0001, for FY18-19. Seconded by Trustee Coleman. Ayes 6. Nays 0. Motion carried.

- The Marketing Plan submitted by Assistant Director Lisa Morrison-Korajczyk will be discussed at a later time.
- A summary of the Trustee workshop was included in the packet that will be placed on next month's agenda for discussion.

9. New Business

- Director Berggren briefed the Board on the requirements for Trustees on the Per Capita Grant application. Trustees were requested to complete requirements by the end of November.
- Trustee Gillis made a motion to approve the Liberty Plaza P-Tell settlement as recommended by the attorneys at Klein, Thorpe, and Jenkins. Seconded by Trustee Moore. Roll call vote.
 - ❖ Harold Gillis - yes
 - ❖ Andrea Williams – yes
 - ❖ Milfred Moore – yes
 - ❖ Howard Hunigan - yes
 - ❖ Dwayne Shipp – yes
 - ❖ Beverly Coleman – yes
 Motion carried.
- Trustee Moore made a motion to approve Ordinance 41964-1718-0006, authorization for a District Emergency Cash Fund. Seconded by Trustee Gillis.

Trustee Moore then modified the motion to table it until next month's meeting. Seconded by Trustee Gillis. Roll call vote.

- ❖ Harold Gillis - yes
 - ❖ Andrea Williams – yes
 - ❖ Milfred Moore – yes
 - ❖ Howard Hunigan - yes
 - ❖ Dwayne Shipp – yes
 - ❖ Beverly Coleman – yes
- Motion carried.
- Director Berggren informed the Board of the AV audit and equipment recommendations for the library by Pace-Systems of Naperville. The Board recommended that this issue be brought before the Finance Committee.

10. Correspondence

- A comment from a patron regarding used books and whether or not after purchasing them and reading them they can be returned for 10 – 20% refund.
- A comment from a patron saying our library was a nice place to read and learn.
- A letter from Klein, Thorpe & Jenkins, LTD regarding Liberty Plaza, LLC and Target Corporation PTAB appeal. It was determined that the Library adopt the evidence filed by the Board of Review and School District 159.

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

- Trustee Gillis informed the Board that he would have a special guest at the November Board meeting regarding Board business.

He also indicated that the noise from the other meeting room, whenever we are in meeting room A, interrupts the flow of the Board meeting. It was determined that the Board would go back to using conference room D.

- Trustee Moore scheduled a finance committee meeting for Tuesday, October 24th at 6:00 pm to discuss AV equipment.

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

The Board Meeting adjourned at 9:05 pm.

Approved, Harold Gillis, Secretary

Minutes Prepared by
Lauretta Benford, Administrative Assistant