

**Matteson Area Public Library District
Board of Trustees Meeting
September 12, 2017
7:00 pm**

1. Call to Order

- Following the Annual Building Walk-through, President Dwayne Shipp called the meeting to order at 7:01 pm.

2. Roll Call

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

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 Babayode. Roll call vote.

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

Motion carried.

6. Facilities Manager Lisa Fasano

- Lisa Fasano gave her annual report on the maintenance department.

7. Consideration of Financial Report

- Trustee Moore made a motion to approve the disbursement of \$177,819.79 for August operating expenses; \$127,949.92 for payroll and \$49,869.87 for invoices. Seconded by Trustee Hunigan.

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

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

Motion carried.

8. Director's Updates

- Revised calendar in packet.
- P.A. 100-0338 Section 15 raises the bid requirements for new or remodeled facilities and equipment from \$20,000 to \$25,000.
- Prevailing Wage Ordinance no longer has to be published if we post on our website with a link to IDOL.
- The west lot was surveyed and staked. Be careful if you try to walk it.
- Still working with surveyor on potential annexation sections. We must turn in a surveyor map and report for the lawyers.
- Review Friday night stats attached to agenda.
- Staff Changes – Computer Lab - Dan Meyers retired. Kaitlyn Raich and Karianne Whitehead were hired. Two more offers are being made for computer lab assistants. Youth Services – hired Vickie Fotis to replace Etta Smith. Collection Services is looking for two new shelvers. Facilities is looking for part-time in housekeeping and part-time in security.
- Trustee Shipp asked about the programming and attendance and what constitutes cancelling the programming if the attendance is low. Additionally he wanted all Board reports that refer to a specific color printed in color.
- Trustee Williams wanted to know about the databases and whether training is available.
- Trustee Gillis wants Director Berggren to get a quote from snow removers on clearing the outer sidewalks.

9. Open Items

- The Building and Grounds Committee suggested that the garage be architecturally in line with the building.
 - It was determined that the Building and Grounds Committee would meet to consider what should be done with the garage.
- Trustee Gillis made a motion to dispose of the six year old printer in the adult computer lab. Seconded by Trustee Moore. Ayes 7. Nays 0. Motion carried.

10. New Business

- Trustee Moore made a motion to introduce and table for one month Section 2.2 of the General Policy Manual, Customer Service Policy. Seconded by Trustee Hunigan. Ayes 7. Nays 0. Motion carried.

11. Correspondence

- An award of \$250 was awarded to Susan Fulcher from the Puppeteer Guild to take 1-2 children to conference.
- A note from Linda Perry regarding her enjoyment of the adult programs here at the library.
- Thank you note from a patron Diane Parham regarding Laretta helping her with her passport.

12. Trustee Moore made a motion to enter into closed session under Section 2 (c) (21) of the Open Meetings Act for the purpose of discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. Seconded by Trustee Babayode. Roll call vote.

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

Motion carried.

The Board went into closed session at 8:10 pm.

The Board reconvened at 8:25 pm.

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

- A Building and Grounds Committee of the whole was scheduled for September 20 at 6:00 pm.
- Trustee Gillis reported that the Rotary Club met on September 5. They are trying to keep the Matteson Rotary Club intact following the resignation of their President, Karen McCary.

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

The Board Meeting adjourned at 8:31 pm.

Approved, Harold Gillis, Secretary

Minutes Prepared by
Laretta Benford, Administrative Assistant