

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

1. Call to Order

- Vice-President Howard Hunigan called the meeting to order at 7:00 pm.

2. Roll Call

Present were Trustees Andrea Williams, Milfred Moore, Beverly Coleman, and Howard Hunigan. Also present were Director Kathy Berggren, Assistant Director Lisa Morrison-Korajczyk, Business Manager Jeanne Mueller, Computer Services Manager Andy Murgas, Auditor Brett Moeller from O'Neill and Gaspardo, Attorney Greg T. Smith from Klein Thorpe and Jenkins, and Administrative Assistant Loretta Benford. Trustee Dwayne Shipp arrived at 7:10 pm. Trustee Babayode arrived at 7:20 pm. Trustee Harold Gillis was absent.

3. Pledge of Allegiance

4. Opportunity for Public Comment

- No public available for comment

5. Consent Agenda

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

❖ Howard Hunigan - yes	❖ Milfred Moore – yes
❖ Andrea Williams – yes	❖ Beverly Coleman – yes

Motion carried

6. Consideration of Financial Report

- Trustee Moore made a motion to approve the disbursement of \$182,139.33 for November operating expenses; \$126,268.73 for payroll and \$55,870.60 for invoices. Seconded by Trustee Williams.

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

❖ Howard Hunigan - yes	❖ Milfred Moore – yes
❖ Andrea Williams – yes	❖ Beverly Coleman – yes

Motion carried.

7. Brett Moeller, Auditor O'Neill & Gaspardo

- Brett Moeller gave his annual report.

8. Greg T. Smith, Klein, Thorpe & Jenkins

- Greg Smith reported on legal issues pertaining to the library.
  - o Annexation
  - o New legal updates
  - o Mandates that a sexual harassment policy be put in place
  - o Open Meetings Act and what is the proper protocol

9. Andy Murgas, Computer Services Manager

- Andy gave his annual report on his department.
  - o Upgraded the server in 2017
  - o Computer Lab is now fully staffed

10. Directors Updates

- Director Berggren informed the Board on the cost of the new payroll software contract.
- Signed the contract with Hayes for HVAC
- AV Interactive project has gone out to bid. Bids are due at 5:00 pm on December 18. Scheduled to be open at 5:15 pm with Trustees Moore, Shipp and Gillis.
- Three security cameras were repaired, but we still need to look for another company who can work with the equipment we have.
- Changing the configuration of the circulation desk arrangement. The cost will go into next year's budget.
- Per Capita Grant requirements for Trustees are as follows.
  - o One Trustee must have reviewed Chapter 12 Safety Unit in the Standards
  - o Review Board By-Laws
  - o Complete the Open Meetings Act and FOIA training at least once
  - o Completed a Conflict of Interest Statement and a Statement of Economic Interest
  - o Online Safety Training
- Board members voiced concerns about the outside parking lights that need to be replaced.

11. Open Items

- It was reported that the Board Policy Manual has to be reviewed annually in odd numbered years and the By-laws in even numbered years.
- Consideration of changes to Mission/Vision/and Value Statements to be worked on during the new year.

- Trustee Hunigan made a motion to approve the added payment of \$4,666 for Worker's Comp insurance following the annual audit. Seconded by Trustee Coleman. Roll call vote
  - ❖ Howard Hunigan - yes
  - ❖ Andrea Williams – yes
  - ❖ Dwayne Shipp – yes
  - ❖ Milfred Moore – yes
  - ❖ Beverly Coleman – yes
  - ❖ Temitope Babayode - yes
 Motion carried
  
- Trustee Moore made a motion to sell unused Kindles, Conference Room chairs, AV display table and a slotted bin table. Seconded by Trustee Coleman. Roll call vote.
  - ❖ Howard Hunigan - yes
  - ❖ Andrea Williams – yes
  - ❖ Dwayne Shipp – yes
  - ❖ Milfred Moore – yes
  - ❖ Beverly Coleman – yes
  - ❖ Temitope Babayode – yes
 Motion carried.

## 12. New Business

- Trustee Hunigan made a motion to approve the attached revisions to Section 12.4 of the Personnel Handbook as required by P.A. 100-0554. Seconded by Trustee Babayode. Roll call vote.
  - ❖ Howard Hunigan - yes
  - ❖ Andrea Williams – yes
  - ❖ Dwayne Shipp – yes
  - ❖ Milfred Moore – yes
  - ❖ Beverly Coleman – yes
  - ❖ Temitope Babayode - yes
 Motion carried
  
- Trustee Moore made a motion to approve Resolution 121217-01, Non-Discrimination and Anti-Harassment, as required by P.A. 100-0554. Seconded by Trustee Babayode. Roll call vote.
  - ❖ Howard Hunigan - yes
  - ❖ Andrea Williams – yes
  - ❖ Dwayne Shipp – yes
  - ❖ Milfred Moore – yes
  - ❖ Beverly Coleman – yes
  - ❖ Temitope Babayode - yes
 Motion carried
  
- Trustee Moore made a motion to accept the FY16-17 audit as presented. Seconded by Trustee Williams. Roll call vote.
  - ❖ Howard Hunigan - no
  - ❖ Andrea Williams – yes
  - ❖ Dwayne Shipp – yes
  - ❖ Milfred Moore – yes
  - ❖ Beverly Coleman – yes
  - ❖ Temitope Babayode - yes
 Motion carried
  
- Trustee Moore made a motion to approve registration and travel related expenses for three staff members to attend the PLA Conference in Philadelphia at an estimated cost of \$2,000 each. Seconded by Trustee Hunigan. Roll call vote.
  - ❖ Howard Hunigan - yes
  - ❖ Milfred Moore – yes

- ❖ Andrea Williams – yes
- ❖ Dwayne Shipp – yes
- Motion carried
- ❖ Beverly Coleman – yes
- ❖ Temitope Babayode - yes

- The Finance Committee recommended approval to the revisions of the Working Budget for the remaining six months of this fiscal year. Aye 6. Nays 0. Roll call vote.

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

- Consideration of change to Sunday hours to be implemented in September, 2018. The change would be to go from 1-5 pm to 2-6 pm.

### 13. Correspondence

- Thank you note from Sertoma for the accommodations here at the library.
- Letter from Klein, Thorpe and Jenkins concerning a tax appeal recommendation.

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

The Board Meeting adjourned at 9:05 pm.

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Approved, Howard Hunigan, Acting Secretary

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Minutes Prepared by  
Lauretta Benford, Administrative Assistant