

**Matteson Area Public Library District
Board of Trustees Meeting
February 13, 2018
7:00 pm**

1. Call to Order

- President Shipp called the meeting to order at 7:00 pm.

2. Roll Call

Present were Trustees Dwayne Shipp, Andrea Williams, Milfred Moore, Howard Hunigan, Harold Gillis, Temitope Babayode and Beverly Coleman. Also present were Director Kathy Berggren, Assistant Director Lisa Morrison-Korajczyk, Business Manager Jeanne Mueller, Administrative Assistant Laurretta Benford and a library patron Donte' L. Taylor.

3. Pledge of Allegiance

4. Opportunity for Public Comment

- Donte' L. Taylor reported to the Board some personal issues that he was having; but none of it pertained to the library. He was also interested in finding out information on running for public office.

5. Consent Agenda

- Trustee Gillis made a motion to accept the consent agenda. Seconded by Trustee Babayode. Roll call vote.
 - ❖ Dwayne Shipp – yes
 - ❖ Milfred Moore – yes
 - ❖ Beverly Coleman – yes
 - ❖ Andrea Williams – yes
 - ❖ Howard Hunigan – yes
 - ❖ Harold Gillis - yes
 - ❖ Temitope Babayode – yes

Motion carried

6. Consideration of Financial Report

- Total in all accounts is \$3,930,594.96.

Trustee Moore made a motion to approve the disbursement of \$218,858.53 for January operating expenses; \$140,280.18 for payroll and \$78,578.35 for invoices. Seconded by Trustee Hunigan.

- Business Manager, Jeanne Mueller, gave her recap of the January expenditures.
- It was suggested that the expenses be bundled with account numbers that pertain to said expense; actual and budgeted amounts. Roll call vote.
 - ❖ Dwayne Shipp – yes
 - ❖ Andrea Williams – yes

- ❖ Milfred Moore – yes
- ❖ Beverly Coleman – yes
- ❖ Howard Hunigan – yes
- ❖ Harold Gillis - yes
- ❖ Temitope Babayode – yes

Motion carried

7. Open Items

- Trustee Moore made a motion to remove from the table and approve any revisions or updates to Chapter 1 of the General Policy Manual. Seconded by Trustee Babayode. Ayes 7. Nays 0. Motion carried.
- Trustee Gillis made a motion to introduce and table Chapter 2 of the General Policy Manual for revisions and updates. Seconded by Trustee Moore. Ayes 7. Nays 0. Motion carried.
- Director Berggren reported that the AV Interactive Project was a work in progress.

8. New Business

- Trustee Gillis made a motion to approve Resolution 021218-01, to allow service credit to members who served in the armed forces of the United States for up to four years of services, prior to their participation in the Illinois Municipal Retirement Fund. Seconded by Trustee Babayode. Roll call vote.
 - ❖ Dwayne Shipp – yes
 - ❖ Milfred Moore – yes
 - ❖ Beverly Coleman – yes
 - ❖ Andrea Williams – yes
 - ❖ Howard Hunigan – yes
 - ❖ Harold Gillis - yes
 - ❖ Temitope Babayode – yes

Motion carried

- Director Berggren wanted to know the Board members who would be attending the ALA conference on June 21-26.
 - o Trustee Gillis and Moore said they would be attending.

9. Correspondence

- Trustee Gillis read a note from Toni Ashmore regarding the Good Neighbor Award that the library received.
- He read a thank you letter from a patron Kurt Rottenberg to Sarah and Karianne for going above and beyond the call of duty.

10. Comments by Library Officials, Trustee Committee Oral Reports, and Setting any Future Meeting Dates.

- Trustee Gillis reported that the Rotary Club would like to schedule a tour of the library.

- Director Berggren commented that the roof in the triangle sprung a lead and needs to be replaced.
- Trustee Coleman asked about the snow removal process.
- Trustee Holiday Dinner for the Board and Library Management team was scheduled for March 9th.
- It was suggested that laptops be brought in with the Board packets loaded on them.

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

The Board Meeting adjourned at 7:50 pm.

Approved by Secretary, Harold Gillis

Minutes Prepared by
Lauretta Benford, Administrative Assistant