

**Matteson Area Public Library District
Board of Trustees Meeting
January 9, 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. Also present were Director Kathy Berggren, Assistant Director Lisa Morrison-Korajczyk, Business Manager Jeanne Mueller, Collection Services Coordinator Hope Standifer and Administrative Assistant Laurretta Benford. Trustees Beverly Coleman and Temitope Babayode were 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.

- Trustee Williams requested the removal of Item C from the consent agenda which reads; approval of minutes for the Regular Meeting of December 12, 2017 to discuss presentation from the printed audit.
 - ❖ Dwayne Shipp – yes
 - ❖ Milfred Moore – yes
 - ❖ Andrea Williams – yes
 - ❖ Howard Hunigan – yes
 - ❖ Harold Gillis - yesMotion carried

6. Items Removed from the Consent Agenda

- Trustee Williams made a motion to change the minutes of December 12, 2017 to reflect the fact the auditor did not bring final copies of the audit when he gave his annual report. Seconded by Trustee Gillis. Roll call vote.
 - ❖ Dwayne Shipp – yes
 - ❖ Milfred Moore – yes
 - ❖ Andrea Williams – yes
 - ❖ Howard Hunigan – yes
 - ❖ Harold Gillis - yesMotion carried

7. Consideration of Financial Report

- Total in all accounts is \$4,134,134.52.

Trustee Moore made a motion to approve the disbursement of \$249,658.89 for December operating expenses; \$181,876.44 for payroll and \$67,782.45 for invoices. Seconded by Trustee Gillis.

- It was requested that bank statements be brought to the Board meeting quarterly.
 - Business Manager, Jeanne Mueller, gave her recap of the December expenditures. Roll call vote.
 - ❖ Dwayne Shipp – yes
 - ❖ Milfred Moore – yes
 - ❖ Andrea Williams – yes
 - ❖ Howard Hunigan – yes
 - ❖ Harold Gillis - yes
- Motion carried.

8. Hope Standifer, Collection Services

- Hope Standifer gave her annual department report.

9. Directors Updates

- Director Berggren informed the Board that Blue Cross Blue Shield will be dropping the library's current health insurance plan effective May 1, 2018. They will be replacing the plan with a comparable one that could cost 8 to 10% more.
- The annual ILA Legislative Breakfast will be held February 16th at the Tinley Park Public Library.
- When dampers were repaired in the furnace room years ago, a heater had to be installed to avoid freezing pipes. The motor on that heater burned out and had to be replaced.
- Another leak in the sprinkler pipes occurred on the east wall. The recommended solution is to take the ceiling out, insulate around the pipes and replace with acoustic ceiling tiles and install better lighting.
- The final audit copies were distributed.

10. Open Items

- Trustee Moore made a motion to introduce and table Chapter 1 of the General Policy Manual for revisions and updates. Seconded by Trustee Hunigan. Ayes 5. Nays 0. Motion carried.
- Trustee Moore moved to accept the revised Mission/Vision/Value statements as discussed (see attached). Seconded by Trustee Gillis. Ayes 5. Nays 0. Motion carried.

- Director Berggren reported that we had two estimates for the AV Interactive project before we sent it out to official bids. We only got one bid back; from Focused, which was a lower bid than the first two proposals that we received. The Board chose not to accept the current bid and estimates.

Trustee Shipp suggested that we do some investigative reporting on Focus to find out how they have done with other companies they have worked with.

Director Berggren was instructed to create more specific requirements on desired equipment, and have the project re-bid.

- Trustee Gillis made a motion to introduce and table revisions and updates to the Board of Trustees Policy Manual. Seconded by Trustee Moore. Ayes 5. Nays 0. Motion carried.
- Trustee Williams wanted to know if there was a process for tracking advocacy. Trustee Williams and Trustee Shipp will work on a self-monitoring plan that sets priorities on what the Board supports.

11. New Business

- Director Berggren reported that she would like to hire a Digital Information Services Librarian, full-time.

12. Correspondence

- Ruth and Richard Dillon, a homebound couple thanked Colleen, Marla and the staff of the library for a job well done; Trustee Gillis read the thank you in a nomination letter for the Good Neighbor Award they sent to the Village.

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

- Trustee Gillis reported on the Rotary Club.
 - o New president Mia Carter takes over as of July, 2018.
 - o He commented that the Rotary Club presented scholarship money to Township schools at an award ceremony. Pictures were taken by our staff member Tiffany.
 - o Thanksgiving packages were given to needy residents within the community.
 - o Would like for the library to invite 10 members of the club and present a box lunch and a tour.

- Trustee Shipp still wants a Trustee dinner. A date has not been determined.

Trustee Gillis made a motion to adjourn the meeting. Seconded by Trustee Hunigan. Ayes 5. Nays 0. Motion carried.

The Board Meeting adjourned at 9:05 pm.

Approved by Secretary, Harold Gillis

Minutes Prepared by
Lauretta Benford, Administrative Assistant