

**Matteson Area Public Library District
Board of Trustees Meeting
June 12, 2018
7:00 pm**

1. Call to Order
 - President Dwayne Shipp called the meeting to order at 7:00 pm.

2. Roll Call

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

3. Pledge of Allegiance

4. Opportunity for Public Comment
 - No public in attendance.

5. Consent Agenda
 - Trustee Babayode made a motion to accept the consent agenda. Seconded by Trustee Hunigan. Roll call vote.
 - ❖ Temitope Babayode – yes
 - ❖ Dwayne Shipp – yes
 - ❖ Beverly Coleman – yes
 - ❖ Howard Hunigan – yes
 - ❖ Harold Gillis – yesMotion carried.

6. Consideration of Financial Report
 - Trustee Babayode made a motion to approve the disbursement of \$228,344.72 for May operating expenses; \$149,962.21 for payroll and \$78,382.51 for invoices. Seconded by Trustee Hunigan. Roll call vote.
 - ❖ Temitope Babayode – yes
 - ❖ Dwayne Shipp – yes
 - ❖ Beverly Coleman – yes
 - ❖ Howard Hunigan – yes
 - ❖ Harold Gillis – yesMotion carried.

7. Directors Update
 - Director Berggren reported that the new AV equipment has been installed.
 - The repairs to the parking lot have been completed.
 - The security camera on the south end of the building has to be replaced.

- Director Berggren indicated that she and the Business Manager had an appointment next week with First American Bank because First Midwest Bank is closing down the Matteson location.
- The current job openings are as follows: Computer Assistant, Maintenance, Shelver, Customer Services, and Safety Officer.
- She spoke to the lawyer regarding the wording on the Ordinances for the Annexation for Parcel 6 because the contents of the ordinance were wrong; the heading was correct and the attached map was correct. The lawyer said he would send a corrected copy.

8. Open Items

- Trustee Babayode made a motion to approve the Working Budget for FY 18-19 as presented. Seconded by Trustee Coleman. Roll call vote.
 - ❖ Temitope Babayode – yes
 - ❖ Dwayne Shipp – yes
 - ❖ Beverly Coleman – yes
 - ❖ Howard Hunigan – yes
 - ❖ Harold Gillis – yes
 Motion carried.
- The Election of Officers was tabled until the next Board meeting.
- The assignment of Committee members was also tabled until the next Board meeting.

9. New Business

- Review Chapter 6 of the General Policy Manual. Ayes 5. Nays 0. Motion carried.
- After a lengthy discussion the Board agreed to honor the request from the staff members and close the library at 5:00 on July 3 for this year only and reopen on July 5 at 9:00 am.

The Board determined that there should be a policy as to the library closing early before a holiday and whether part-time staff that is scheduled to work can make up the time.

- Trustee Babayode made a motion to approve the Prevailing Wage Ordinance number 41961-1819-0001, for the coming fiscal year. Seconded by Trustee Hunigan. Roll call vote.
 - ❖ Temitope Babayode – yes
 - ❖ Dwayne Shipp – yes
 - ❖ Beverly Coleman – yes
 - ❖ Howard Hunigan – yes
 - ❖ Harold Gillis – yes
 Motion carried.

10. Correspondence

- Trustee Gillis read a thank you card from Karen Pastore thanking library staff for the trip to see Jesus Christ Superstar.
- A thank you to Susan Fulcher and the Youth Service Department for the parade puppets.

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

- Trustee Gillis reported that Mia Carter is the new President of the Rotary Club.

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

The Board Meeting adjourned at 8:45 pm.

Approved by Secretary, Harold Gillis

Minutes Prepared by
Lauretta Benford, Administrative Assistant