

**Matteson Area Public Library District  
Board of Trustees Meeting  
September 11, 2018  
7:00 pm**

1. Call to Order

- Following the building walk through, President Dwayne Shipp called the meeting to order at 7:00 pm.

2. Roll Call

Present were Trustees Dwayne Shipp, Harold Gillis, Milfred Moore, Andrea Williams, Howard Hunigan, Beverly Coleman, and Temitope Babayode. 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 in attendance.

5. Consent Agenda

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

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

6. Lisa Fasano, Facilities Manager

- Lisa Fasano gave her annual report on her department and the overall condition of the facility.

7. Consideration of Financial Report

- Trustee Moore made a motion to approve the disbursement of \$225,644.14 for August operating expenses; \$137,075.97 for payroll and \$88,568.17 for invoices. Seconded by Trustee Babayode.

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

- Jeanne Mueller indicated that she needed two Trustees to go to First Midwest Bank to close out the account there. Trustees Moore and Shipp agreed to go on Saturday.

#### 8. Directors Update

- Director Berggren reported that she hadn't yet received any bids for the sprinkler project.
- She also noted the staff changes; Karen Fox is no longer employed here as of 9/10/2018. Grady Williams was hired for a 25 hour work week in the maintenance department, Alan Marsh is a rehire for a 12 hour work week in the maintenance department, Jalyn Edwards Circulation Clerk, Audrey Adoro and Sarah Shoaf both are shelvers. Two people in Youth Services and one person in the computer lab to be hired.
- There were legislative law changes as follows:
  - P.A. 100-0746 amendments to the library District Trustee Qualifications.
  - 820 ILCS 260 amends the Nursing Mothers in the Workplace Act.
  - SB 2999 reimburses employees for library incurred expenses. Effective 1/1/2019.
  - 820 ILCS 115/1 amends Wage Payment and Collection Act.
  - P.A. 100-0833 creates a Broadband Advisory Council which will include a representative nominated by the ILA President.
  - P.A. 100-0875 extends use of the library to someone that leases/rents taxable property within the library service area for commercial/business purposes without the payment of a nonresident fee.

#### 9. Open Items

- It was determined that the Board's self-assessment should be completed and discussed at the Personnel meeting on September 19<sup>th</sup> at 6:00 pm.
- Trustee Gillis made a motion to remove from the table and approve Section 10.10 of the General Policy Manual: Notary Public Service. Seconded by Trustee Babayode. Ayes 7. Nays 0. Motion carried.
- Trustee Gillis made a motion to approve the budget for the Director's attendance at the ILSHRM (Illinois Society for Human Resource Management) Annual Conference and the HR Source Employment Law Conference in September and the Illinois Library Association's Annual Conference in Peoria. Seconded by Trustee Coleman.

Trustee Gillis requested that his previous motion be removed as there is no action required.

- Trustee Hunigan made a motion to approve the Budget for Trustees attending the ILA Annual Conference in Peoria. Seconded by Trustee Babayode. Roll call vote.
  - ❖ Temitope Babayode – yes
  - ❖ Andrea Williams – yes
  - ❖ Beverly Coleman – yes
  - ❖ Dwayne Shipp – yes
  - ❖ Harold Gillis – yes
  - ❖ Milfred Moore – yes
  - ❖ Howard Hunigan - yes

Motion carried.

- Trustee Gillis suggested that events for the Trustees should be on the agenda at least three months in advance to assure better accommodations and discounted pricing.
- Trustee Moore motioned to amend the motion to approve the Trustee’s budget for the ILA conference to include the dollar amount of \$1,060.07. Roll call vote.
  - ❖ Temitope Babayode – yes
  - ❖ Andrea Williams – yes
  - ❖ Beverly Coleman – yes
  - ❖ Dwayne Shipp – yes
  - ❖ Harold Gillis – yes
  - ❖ Milfred Moore – yes
  - ❖ Howard Hunigan - yes

Motion carried.

- Trustee Moore made a motion to return to the table and revisit the review of Chapter 8 of the General Policy Manual until next month’s meeting. Seconded by Trustee Gillis. Ayes 7. Nay 0. Motion carried.

10. New Business

- Review of Chapter 9 of the General Policy Manual was tabled until the October meeting.

11. Correspondence

- Trustee Gillis read a letter from Anthony Burton of the Village of Matteson Parks and Recreation Department thanking the 5 K staff for a job well done. They are looking forward to a continued working relationship.
- A letter from Reclaim 13 thanking the library for the honorarium for conducting the Women’s Self Defense class.
- Woodgate Elementary School thanking YS Staff for their participation in the resource fair.
- A library comment card from Randall Clemons commenting on how very well the library is run.

A complaint card from a patron regarding the babies in the library.

A thank you card from a patron to Thom, Hope and Marla.

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

- Personnel Committee will meet on September 19 at 6:00 pm. Building and Grounds Committee will meet at 7:00 the same night.
  
- Trustees Hunigan, Coleman and Gillis reported on the ALA conference that they attended in June in New Orleans.
  - o Community libraries are struggling for existence.
  - o Diverse group of people in attendance
  - o Nice meeting other Trustees
  
- Trustee Gillis reported on the Rotary Club and their upcoming plans; will give out food baskets for Thanksgiving, new dictionaries to students in School Districts 162 and 227. The Rotary Club is looking to increase membership. They meet every other Tuesday at 12:00 noon.
  
- Lisa Morrison-Korajczyk reported on the sale of the Hamilton tickets and said one additional date was added in January.
  
- Trustee Williams mentioned help was needed for the shredding truck event scheduled for September 15<sup>th</sup>.

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

The Board meeting adjourned at 8:43 pm.

---

Approved by Secretary, Harold Gillis

---

Minutes Prepared by, Laretta Benford, Administrative Assistant