

**Matteson Area Public Library District
Board of Trustees Meeting
November 13, 2018
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 Harold Gillis, Howard Hunigan, Beverly Coleman, Temitope Babayode, Andrea Williams, and Mildred Moore. Also present were Director Kathy Berggren, Assistant Director Lisa Morrison-Korajczyk, Business Manager Jeanne Mueller, Customer Services Coordinator Thom Webb, and Administrative Assistant Laretta Benford. Trustee Dwayne Shipp arrived at 7:45. Trustee Hunigan left the Board meeting at 8:05 pm.

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 Gillis. Roll call vote.

❖ Andrea Williams – yes	❖ Harold Gillis – yes
❖ Beverly Coleman – yes	❖ Mildred Moore – yes
❖ Temitope Babayode - yes	❖ Howard Hunigan - yes

Motion carried

6. Thom Webb, Customer Services Coordinator

- Thom Webb gave his annual departmental report. Highlighting some of the accomplishments and potential issues Customer Services are faced with.

7. Consideration of Financial Report

- Trustee Moore made a motion to approve the disbursement of \$211,931.49 for October operating expenses; \$127,176.21 for payroll and \$84,755.28 for invoices. Seconded by Trustee Williams. Roll call vote.

❖ Andrea Williams – yes	❖ Harold Gillis – yes
❖ Beverly Coleman – yes	❖ Mildred Moore – yes
❖ Temitope Babayode - yes	❖ Howard Hunigan - yes

Motion carried.

- Trustee Moore made a motion to approve the revised July 2018 bank statement report. Seconded by Trustee Gillis. Roll call vote.

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

- Trustee Moore made a motion to remove from the table and approve the tax levy request for FY19-20. Seconded by Trustee Gillis. Roll call vote.
 - ❖ Andrea Williams – yes
 - ❖ Beverly Coleman – yes
 - ❖ Temitope Babayode - yes
 - ❖ Harold Gillis – yes
 - ❖ Milfred Moore – yes
 - ❖ Howard Hunigan - yes
- Motion carried.

8. Directors Update

- Director Berggren informed the Board of the library's inclusion in the Library Journal as a 2018 Library All-Star. We are now a 3-star library out of 21 libraries in Illinois.

It was suggested that there should be a display at the library and a write-up go into the Daily Southtown and a press release to the Village of Matteson.

Information for those Board members up for re-election can be found online.

Trustee Shipp will research to find out the percentage of signatures needed for the ballot. 2% of those who voted in the last election or 50 signatures, whichever is less. At least 60 signatures were recommended. A Statement of Economic Interest must also be turned in.

As part of the Per Capita Grant application, the Board has to review Chapter 8 of Serving Our Public 3.0. The Board also has to take training for which there is no cost. Section 8 talks about accessibility and ADA requirements.

Portfolios were distributed to each Trustee.

9. Open Items

- Trustee Temitope Babayode made a motion to approved Ordinance 4-1964-1819-001, an Ordinance amending Ordinance #99-1 and Resolution #051004-01 of the Matteson Public Library regarding the implementation of the State of Illinois Officials and Employees Ethics Act for the Matteson Area Public Library District. Seconded by Trustee Williams. Roll call vote.
 - ❖ Andrea Williams – yes
 - ❖ Beverly Coleman – yes
 - ❖ Temitope Babayode - yes
 - ❖ Harold Gillis – yes
 - ❖ Milfred Moore – yes
 - ❖ Dwayne Shipp - yes
- Motion carried.

- Trustee Gillis made a motion to approve the disbursement of equipment. Seconded by Trustee Moore. Roll call vote.
 - ❖ Andrea Williams – yes
 - ❖ Beverly Coleman – yes
 - ❖ Temitope Babayode - yes
 - ❖ Harold Gillis – yes
 - ❖ Milfred Moore – yes
 - ❖ Dwayne Shipp - yes
 Motion carried.

- Trustee Gillis made a motion to approve Chapter 10 of the General policy manual with deletions to parts of #7 and #17 that refer to volunteers. Seconded by Trustee Babayode. Roll call vote.
 - ❖ Andrea Williams – yes
 - ❖ Beverly Coleman – yes
 - ❖ Temitope Babayode - yes
 - ❖ Harold Gillis – yes
 - ❖ Milfred Moore – yes
 - ❖ Dwayne Shipp - yes
 Motion carried.

10. New Business

- Trustees reviewed Chapters 6-10 of the Trustee Facts File 4th edition, as required for the Per Capita Grant application.

- Trustee Moore made a motion to approve Resolution 111318-001 regarding casting a ballot in the 2018 IMRF Executive Trustee Election. Roll call vote.
 - ❖ Dwayne Shipp – yes
 - ❖ Harold Gillis – yes
 - ❖ Beverly Coleman – yes
 - ❖ Andrea Williams – yes
 - ❖ Temitope Babayode - yes
 - ❖ Milfred Moore – yes
 Motion carried.

11. Correspondence

- Comment card from JoAnn Hunigan commenting how wonderful Maria was during her computer training class.

Comment card from Karen Polluck on how great the computer classes are; kudos to Maria.

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

- Trustee Gillis asked if there was a complete list of the people attending the Trustee Christmas dinner on December 12th at Glenwood Oaks. The question arose whether spouses are able to attend. It was determined that whoever wanted to bring their significant other is free to do so, but must let the Administrative Office know so that additional people can be added to the reservations; and, would have to pay for their guests.

- Forms for the new staff shirts were handed out to the Trustees.

Trustee Gillis made a motion to adjourn the meeting. Seconded by Trustee Moore. Ayes 6. Nays 0. Motion carried.

The Board meeting adjourned at 8:50 pm.

Approved by Secretary, Harold Gillis

Minutes Prepared by, Laretta Benford
Administrative Assistant