

**Matteson Area Public Library District  
Board of Trustees Meeting  
October 16, 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, Harold Gillis, Howard Hunigan, Beverly Coleman. Also present were Director Kathy Berggren, Assistant Director Lisa Morrison-Korajczyk, Business Manager Jeanne Mueller, Youth Service Coordinator Nikeda Webb, and Administrative Assistant Laretta Benford. Trustee Milfred Moore arrived at 7:09 pm. Trustees Andrea Williams and Temitope Babayode were absent.

3. Pledge of Allegiance

4. Opportunity for Public Comment

- Brian Fraser from L.J. Morse Construction was conferenced in to discuss the sprinkler system project, cost and timeline.

5. Consent Agenda

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

❖ Dwayne Shipp – yes

❖ Harold Gillis – yes

❖ Beverly Coleman – yes

❖ Milfred Moore – yes

Motion carried

❖ Howard Hunigan - yes

6. Nikeda Webb, Youth Service Coordinator

- Nikeda Webb gave her annual report on her department. She highlighted 1,050 children registered for the Summer Reading Program this year. Also they are in the 5<sup>th</sup> year of the STEM-On-The-Go program.

7. Consideration of Financial Report

- Trustee Moore made a motion to approve the disbursement of \$185,785.80 for September operating expenses; \$138,728.24 for payroll and \$47,057.56 for invoices. Seconded by Trustee Coleman.

❖ Dwayne Shipp – yes

❖ Harold Gillis – yes

❖ Beverly Coleman – yes

❖ Milfred Moore – yes

Motion carried

❖ Howard Hunigan - yes

- The financial report for July has been revised. A copy with the corrected number will be available at the next Board meeting.

-

## 8. Directors Update

- Director Berggren reported that she attended three conferences since the last Board meeting.
- She also noted that she included in the Board packet information regarding the Trustees' steps for completing their portion of the requirements for the Per Capita grant application.
- Trustee Moore asked Director Berggren about the FOIA request that she received. She reported on the request from AFSCME.

## 9. Open Items

- Trustee Gillis made a motion to approve the release and disbursement of PC Monitors from the library's inventory. Seconded by Trustee Moore. Ayes 5. Nays 0. Motion carried.
- It was determined that the Board's Self-Assessment would be tabled. Hard copies of the assessment should be placed in the Board files.
- Trustee Gillis made a motion to accept the L.J. Morse bid of \$73,200 to insulate sprinkler pipes, replace lighting, install new blinds, and replace ceiling along the east wall. Seconded by Trustee Moore. Roll call vote.
  - ❖ Dwayne Shipp – yes
  - ❖ Harold Gillis – yes
  - ❖ Beverly Coleman – yes
  - ❖ Milfred Moore – yes
  - ❖ Howard Hunigan - yesMotion carried.
- Trustee Gillis made a motion to approve the recommended revisions to Chapter 8 of the General Policy Manual. Seconded by Trustee Coleman.

Trustee Gillis withdrew his motion to approve the recommended revisions to Chapter 8 of the General Policy Manual until the December meeting or until the library management team has had time to work on it.
- Trustee Gillis made a motion to approve the recommended revisions to Chapter 9 of the General Policy Manual. Seconded by Trustee Moore. Ayes 5. Nays 0. Motion carried.

## 10. New Business

- Trustee Moore made a motion to introduce and table the review of Chapter 10 of the General Policy Manual. Seconded by Trustee Gillis. Ayes 5. Nays 0. Motion carried.
- Trustee Gillis made a motion to introduce and table until the November meeting the Tax Levy Request for the coming Fiscal Year. Seconded by Trustee Moore. Roll call vote.

- ❖ Dwayne Shipp – yes
- ❖ Harold Gillis – yes
- ❖ Beverly Coleman – yes
- ❖ Milfred Moore – yes
- ❖ Howard Hunigan - yes

Motion carried.

- Trustee Gillis suggested that the Board again this year have a Trustee holiday dinner. It was recommended that the dinner be on December 12<sup>th</sup> at 6:00 pm at Glenwood Oaks Restaurant in Glenwood. Office staff will make the reservations for the dinner after getting a head count on who will be attending.
- Director Berggren informed the Board of the schedule for the Board elections and the filing dates. She indicated that packets can be found on-line.
- The Board requested that a designated calendar be set up for their upcoming events.

#### 11. Correspondence

- A letter from Klein, Thorpe and Jenkins regarding PTAB for Target Corporation.
- A patron suggested that the library sell water bottles.

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

- Trustee Gillis scheduled a Personnel & Policy Committee meeting for October 24<sup>th</sup> at 6:00 pm, for the purpose of discussing the Board Self-Assessment.
- Trustee Moore scheduled a Finance Committee meeting for October 30<sup>th</sup> at 6:00 for the purpose of discussing the revisions to the July finance report and the tax levy request.
- Trustee Gillis will report on his experience at ILA at the November meeting.

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

The Board meeting adjourned at 9:10 pm.

---

Approved by Secretary, Harold Gillis

---

Minutes Prepared by, Laretta Benford  
Administrative Assistant