

Matteson Area Public Library District
Board of Trustees
June 9, 2020
7:00 pm

I. Call to Order

- President Hunigan called the meeting to order at 7:00 pm.

II. Roll Call

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

III. Pledge of Allegiance

IV. Opportunity for Public Comment

- No public present.

V. Consent Agenda

- Trustee Coleman made a motion to approve the consent agenda. Seconded by Trustee Gillis. Trustee Moore requested removal of item A from the consent agenda. Roll call vote on items B, C, D.

❖ Howard Hunigan-yes	❖ Harold Gillis-yes
❖ Milfred Moore-yes	❖ Beverly Coleman-yes
❖ Jonathan Currin-yes	❖ Andrea Williams-yes
❖ Temitope Babayode - yes	

Motion carried.

VI. Items Removed from the Consent Agenda

- Trustee Moore requested that item A be removed from the consent agenda; approval of the agenda for June 9, 2020. He requested to add a motion to approve #060920-02, the Resolution of Lodge, Association or Other Similar Organization requested by First American Bank. Roll call vote.

❖ Howard Hunigan-yes	❖ Harold Gillis-yes
❖ Milfred Moore-yes	❖ Beverly Coleman-yes
❖ Jonathan Currin-yes	❖ Andrea Williams-yes
❖ Temitope Babayode - yes	

Motion carried.

VII. Consideration of Financial Reports and Related Financial Concerns

- Trustee Moore made a motion to approve May disbursements of \$32,176.49 for operating invoices, and \$186,445.29 for payroll related expenses, for a total disbursement of \$218,621.78. Seconded by Trustee Babayode. Roll call vote.

❖ Howard Hunigan-yes	❖ Harold Gillis-yes
❖ Milfred Moore-yes	❖ Beverly Coleman-yes
❖ Jonathan Currin-yes	❖ Andrea Williams-yes
❖ Temitope Babayode - yes	

Motion carried.

- Trustee Moore made a motion to remove from the table and approve all Working Budgets for FY20-21. Seconded by Trustee Babayode. Roll call vote.

❖ Howard Hunigan-yes	❖ Harold Gillis-yes
❖ Milfred Moore-yes	❖ Beverly Coleman-yes
❖ Jonathan Currin-yes	❖ Andrea Williams-yes
❖ Temitope Babayode - yes	

Motion carried.

- Trustee Moore made a motion to approve Resolution #060920-02 to add/remove Trustee signers to/from First American Bank signature card. Seconded by Trustee Babayode. Roll call vote.

❖ Howard Hunigan-yes	❖ Harold Gillis-yes
❖ Milfred Moore-yes	❖ Beverly Coleman-yes
❖ Jonathan Currin-yes	❖ Andrea Williams-yes
❖ Temitope Babayode - yes	

Motion carried.

- Director Berggren informed the Board that the outside digital sign upgrade will cost \$19,298 and the air sanitizing and purification system will cost \$13,172.

VIII. Director's Report

- Director Berggren reported that she still planned to reopen the library in Phases.
- She met with 10 different groups of staff informing them of the various Phases that the library will be going through; and notified the part-time employees of upcoming furloughs.

The library has done safety training; is working on a floor plan; virtual services are ongoing; and inventory and supplies are being analyzed and replenished all over the building.

- Legislative changes coming up.
 - a. Change to OMA, per the Governor, if an emergency is called due to any public health issue you are permitted to meet via online options.
 - b. Election day in November will become a state holiday.
 - c. The Cards for Kids Act would prohibit a library that offers non-resident library cards from charging fees for such cards to a student in an unincorporated area in Illinois whose household falls at or below the U.S. Department of Agriculture's Income Eligibility Guidelines.
 - d. SWAN voted three more libraries into the consortium, Glenside, Roselle, and Warrenville.
 - e. The next informational postcards are at the printers.

IX. President's Report

- President Hunigan appointed committees, along with Open Meetings Act and Freedom of Information Act officers.

The Committees consisted of the following: Building, Ground and Equipment; Temitope Babayode, chairperson, Harold Gillis and Jonathan Currin. Finance and Insurance; Milfred Moore, chairperson, Beverly Coleman and Jonathan Currin. Personnel and Policy; Andrea Williams, chairperson, Beverly Coleman and Harold Gillis.

Freedom of Information Act officer is Temitope Babayode. Opening Meetings Act officer is Milfred Moore.

- President Hunigan went over the Board self-evaluation answers. He noted some areas that were gray areas and needed work on.
 - a. Long range plan
 - b. Formal plan for orientating new Board members.
 - c. Board needs a plan for Board development.
- The Board is following the Director's recommendations for possible updates.
- Staff personnel and Board Secretary will work together on the digitization of Board records.
- Looking into the possibility of getting electronic minute taking for the Board meetings.

- General policy manual will not be addressed until the Board Policy Manual has been revised.
- Newly elected officers briefed the Board on their plans for the coming year.
 - a. Trustee Gillis, Vice President – supporting the ideas that the President has set forth and expand Board responsibilities.
 - b. Trustee Moore, Treasurer - try to have better summaries of the financial records. Also wants a 10-20-year financial plan.
 - c. Trustee Williams, Secretary – complete the current projects to organize Board materials.
 - d. Trustee Hunigan, President –agenda’s will look different. Get committees functioning and meeting on a regular basis.

X. Open Items

- Board policy manual will be addressed at the next Board meeting.
- Trustee Gillis made a motion to approve Resolution 06920-03 Non-Resident Library Cards. Seconded by Trustee Babayode. Roll call vote.

❖ Howard Hunigan-yes	❖ Harold Gillis-yes
❖ Milfred Moore-yes	❖ Beverly Coleman-yes
❖ Jonathan Currin-yes	❖ Andrea Williams-yes
❖ Temitope Babayode - yes	

Motion carried.

- Trustee Moore made a motion to approve Resolution 060920-01, Intervention Authorization for Attorneys in PTAB appeals. Seconded by Trustee Gillis. Roll call vote.

❖ Howard Hunigan-yes	❖ Harold Gillis-yes
❖ Milfred Moore-yes	❖ Beverly Coleman-yes
❖ Jonathan Currin-yes	❖ Andrea Williams-yes
❖ Temitope Babayode - yes	

Motion carried.

- Review of the revised sick time policy changes have been dropped.

XI. New Business

- Trustee Hunigan summarized that the Board policy holds us to go out to bid. Because of Covid19 we couldn’t go out to bids. Therefore, the Board wants a one-year agreement for the new audit.

Director Berggren is to contact O'Neill and Gaspardo Auditors and negotiate a one-year agreement.

XII. Correspondence

- Trustee Williams read from the Secretary of State's letter informing us that we have been approved for the Per Capita Grant in the amount of \$23,761.25.
- She read a letter from Director Berggren to First American Bank giving them permission to pay check #92 dated May 9, 2020 in the amount of \$86,000.

XIII. Comments by Library Officials, Trustee Committee Oral Reports, and setting any future meeting dates

- Trustee Williams set June 16, 2020 at 5:00 pm for a Personnel and Policy Committee meeting to discuss Board policy.
- Trustee Moore set July 2, 2020 at 6:00 pm for a Finance meeting to discuss Budget and Appropriations.
- Trustee Williams made a motion to go into closed session under Section 2 (c) (1) of the Open Meetings Act for the purpose of discussing the appointment, employment, performance, or dismissal of specific employees of the public body. Seconded by Trustee Gillis. Roll call vote.

❖ Howard Hunigan-yes	❖ Harold Gillis-yes
❖ Milfred Moore-yes	❖ Beverly Coleman-yes
❖ Jonathan Currin-yes	❖ Andrea Williams-yes
❖ Temitope Babayode - yes	

Motion carried.

The Board went into closed session at 9:10 pm.

The Board reconvened at 9:48 pm.

The Board meeting adjourned at 9:50 pm.

Andrea Williams, Board Secretary

Lauretta Benford, Administrative Assistant