

**Matteson Area Public Library District  
Board of Trustees  
September 15, 2020  
7:00 pm  
Via Zoom**

I. Call to Order

- President Hunigan called the meeting to order at 7:40 pm.

II. Roll Call

- Present via Zoom or on the phone were: Trustees Howard Hunigan, Harold Gillis, Milfred Moore, Beverly Coleman, Andrea Williams, Jonathan Currin, and Temitope Babayode. Present at the library were: Director Kathy Berggren, Business Manager Jeanne Mueller, and Administrative Assistant Laretta Benford. Assistant Director Lisa Korajczyk was absent.

III. Pledge of Allegiance

IV. Opportunity for Public Comment

- No public present.

V. Consent Agenda

- Trustee Babayode made a motion to approve the consent agenda. Seconded by Trustee Williams. It was requested that item A motion to approve the consent agenda be removed from the consent agenda. Items B-F were approved. Roll call vote.

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

Motion carried.

VI. Items Removed from the Consent Agenda

- Trustee Hunigan asked that Item A be removed from the consent agenda; approval of the agenda for September. He noted that item XIV, motion to enter into closed session, would be removed.

Trustee Coleman made a motion to adjust the consent agenda and remove XIV. 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

VII. Consideration of Financial Reports and Related Financial Concerns

- Trustee Moore made a motion to approve August disbursements of \$60,256.16 for operating invoices, and \$112,062.00 for payroll related expenses, for a total disbursement of \$172,318.16. Seconded by Trustee Currin. 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 Currin made a motion to approve the budget of \$500,000 for the Adult Services remodel and computer upgrade. Seconded by Trustee Moore. After a discussion it was determined that the \$500,000 figure would be changed to \$400,000 which was agreed upon by both Milfred Moore and Jon Currin. 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 Currin made a motion to approve the working budget for the duration of fiscal year 2020-2021. Seconded by Trustee Moore. Roll call vote.

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

Motion carried.

VIII. Director's Report

- A draft copy of the Strategic Plan was distributed. There is an empty section for the Board to complete at the end.

- April 6, 2021 election; three seats are up for election.

IX. President's Report

- General policy manual will go to Personnel and Policy committee.
- Trustee Hunigan wants the issue with Trustees not getting emails to be looked into to find out why and get it repaired.

X. Open Items

- Trustee Gillis made a motion to approve the updated Board Policy Manual. 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.

- There was a request to bring back the staff stat sheets for the Board.

XI. New Business

- Trustee Currin made a motion to go into negotiations with Gensler Architects, for the purpose of upgrades to the Adult Services Department and furnishings; and the replacement of the Wi-Fi network, additional computer network upgrades and studio equipment. 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.

XII. Correspondence

- A quote from Sonic Clear recording software.

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

- Trustee Williams scheduled a Personnel & Policy meeting for October 6<sup>th</sup> at 5:30 pm. The discussion will be to review Chapters 1 and 2 of the General Policy Manual. All Trustees are welcome to attend this meeting.

- A Finance and Insurance meeting for September 29<sup>th</sup> at 6:00 pm to discuss the electronic check signing had been requested.
- Trustee Babayode indicated that the Building, Grounds and Equipment committee would meet sometime in October after a follow up with Director Berggren regarding the architects.

Director Berggren asked that no more new projects be added until after the first of the year.

XIV. Review Required Board Action Based on this Meeting

- Trustee Hunigan asked the Board to look over today's agenda to see if there are any items that we need to take action on.
- Per Trustee Hunigan, the functionality of the computers need to be looked into, this is a high priority.

XV. Final Thoughts and Comments

- Trustee Coleman said a Ms. Shorter was scheduled to give a presentation on Little Libraries at the Old Matteson HOA and could someone from the library attend?
- Trustee Williams extended an invitation to Board members to come to the library for the electronic recycling on Saturday to assist with the event.

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

The Board meeting adjourned at 8:40 pm.

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Approved by Trustee Andrea Williams, Board Secretary

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Lauretta Benford, Administrative Assistant