

Matteson Area Public Library District
Board of Trustees
Finance Committee
September 29, 2020
6:00 pm

- I. Call to Order
 - Trustee Coleman called the meeting to order at 6:13 pm.
- II. Roll Call
 - Present were Trustees Howard Hunigan, Beverly Coleman, Jonathan Currin, and Harold Gillis. Also present were Director Kathy Berggren and Business Manager Jeanne Mueller. Trustee Milfred Moore arrived at 6:30 pm.
- III. Opportunity for Public Comment
 - No public available for comment.
- IV. Trustee Currin made a motion to approve the agenda. Seconded by Trustee Hunigan.
- V. Topics for Discussion
 - Electronic check signing
 - o Jeanne reported the cost estimates for electronic signing.
 - o Trustees Coleman indicated that other libraries had policies in place on electronic debits.
 - o Trustees Hunigan and Coleman will meet with the auditor to gain his insight into the practice.
- VI. The First draft of the new Tax Levy Request was distributed and briefly discussed.
- VII. Pandemic Related Procedures
 - Director Berggren asked the Board members to consider developing a pandemic-related policy that would cover guidelines on closures and payments to the staff.
 - It was suggested that the library could close for two weeks without Board approval or action but more than two weeks would require Board approval and action.
 - Should everyone be paid if a Health Emergency is declared?

Trustee Currin made a motion to adjourn the meeting.
The meeting adjourned at 7:20 pm.

Trustee Milfred Moore, Finance Committee

Lauretta Benford, Administrative Ass't