

**Matteson Area Public Library District
Board of Trustees Meeting
March 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 Andrea Williams, Milfred Moore, Howard Hunigan, Harold Gillis, and Beverly Coleman. Also present were Assistant Director Lisa Morrison-Korajczyk, Business Manager Jeanne Mueller, and Administrative Assistant Loretta Benford. Absent were Director Berggren and Trustee Temitope Babayode. Trustee Dwayne Shipp (arrived at 7:03).

3. Pledge of Allegiance

4. Opportunity for Public Comment

- No public in attendance.

5. Consent Agenda

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

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

Motion carried

6. Consideration of Financial Report

- Total in all accounts is \$3,999,138.71.

Trustee Moore made a motion to approve the disbursement of \$196,388.89 for February operating expenses; \$161,645.81 for payroll and \$34,743.08 for invoices. Seconded by Trustee Gillis.

- Business Manager, Jeanne Mueller, gave her recap of the February expenditures.
- Trustee Shipp wanted to know if the supply purchases made by the library are done locally. Roll call vote.

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

Motion carried

7. Open Items

- Trustee Moore made a motion to remove from the table and approve revisions for Chapter 2 of the General Policy Manual. Seconded by Trustee Williams. Roll call vote.

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

Motion carried

- Trustee Gillis made a motion to approve a budget of \$ \$2,070.96 per Trustee for the ALA Conference. Seconded by Trustee Coleman.

Trustee Gillis amended his motion to read not to exceed \$16,000 for seven Trustees attending the ALA Conference. Seconded by Trustee Coleman. Roll call vote.

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

Motion carried

8. New Business

- Review Chapter 3 of the General Policy Manual with no recommended changes to it.
- The Board determined that they would gather the forms for their self-evaluation to begin the process.
- There was a fight that occurred on a school bus that ended up on library property. As a result of this fight, action was taken by the Assistant Director. Because the fight occurred on the school bus, the school contacted the Assistant Director and asked for incident reports. The library lawyers will be contacted to find out the next steps that we should take.
- Trustee Moore made a motion to suspend the rules for the purpose of introducing a resolution that can be approved immediately. Seconded by Trustee Gillis. Roll call vote.

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

Motion carried
- Trustee Moore made a motion to put in Resolution 031318-1 in honor of Kenneth Berggren which needs to be approved immediately. Seconded by Trustee Gillis.

Trustee Gillis read the Resolution. Roll call vote.

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

Motion carried

9. Correspondence

- No correspondence

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

- Trustee Gillis reported that the Rotary Club will have a walk-thru tour of the library on the 15th of March.
- He also brought up the Laconi Banquet May 18th from 6-9 pm and wanted to know who would be attending. Six Trustees said they would attend.
- Trustee Gillis scheduled a Personnel Committee meeting for April 3rd at 6:00 pm to discuss the Director's annual evaluation and the personnel budget.
- Trustee Hunigan made a motion to go into closed session for the purpose of semi-annual review of previously closed minutes. Seconded by Trustee Moore. The motion was withdrawn and tabled.

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

The Board Meeting adjourned at 8:15 pm.

Approved by Secretary, Harold Gillis

Minutes Prepared by
Lauretta Benford, Administrative Assistant