

**Matteson Area Public Library District
Board of Trustees Meeting
April 10, 2018
2:00 pm**

1. Call to Order

- President Dwayne Shipp called the meeting to order at 2:08 pm.

2. Roll Call

Present were Trustees Dwayne Shipp, Milfred Moore, Howard Hunigan, and Harold Gillis. Also present were Director Kathy Berggren, Assistant Director Lisa Morrison-Korajczyk, Business Manager Jeanne Mueller, and Administrative Assistant Laretta Benford. Absent were Trustees Temitope Babayode and Beverly Coleman. Trustee Andrea Williams arrived at 2:20 pm.

3. Pledge of Allegiance

4. Opportunity for Public Comment

- No public in attendance.

5. Consent Agenda

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

- ❖ Dwayne Shipp – yes

- ❖ Howard Hunigan – yes

- ❖ Milfred Moore – yes

- ❖ Harold Gillis - yes

Motion carried

6. Consideration of Financial Report

- Total in all accounts is \$4,665,807.07.

Trustee Moore made a motion to approve the disbursement of \$175,444.38 for March operating expenses; \$132,265.09 for payroll and \$43,179.29 for invoices. Seconded by Trustee Gillis.

- Business Manager, Jeanne Mueller, gave a recap of the March expenditures.

- Trustee Shipp asked about Paylocity and how it is working. Jeanne let the Board know that there were a few glitches but things are working out. Training for the staff has taken place and additional training will be forthcoming.

- ❖ Dwayne Shipp – yes

- ❖ Howard Hunigan – yes

- ❖ Milfred Moore – yes

- ❖ Harold Gillis – yes

- ❖ Andrea Williams – yes

Motion carried

7. Directors Update

- Director Berggren reported that we are currently working on a new design for the webpage. We need to combine the legal notices with the Board of Trustees. Other things to be included on the webpage are:
 - o Agenda packet for Board meetings
 - o Annual Budget and Appropriations
 - o All Our Ordinances
 - o Salary and compensation for all employees that total \$75,000 or more
 - o Financial reports and audits
 - o Taxes and fees imposed by the unit of Government
 - o Rules governing the awarding of contracts
 - o Bids and contracts for \$25,000 or more
 - o Debt disclosure reports
 - o Public notices

- It was suggested that there be a link on the web page that leads directly to the Board for compliments and/or complaints.

- Focus AV of South Bend, Indiana had the lowest bid for the AV project. Director Berggren is recommending this company and will have the information on the agenda for a vote at the next Board meeting.

8. Open Items

- Trustee Moore made a motion to approve Ordinance 18-410-01: Ordinance Annexing Certain Territory Pursuant to 75 ILCS 16/15-15. Parcel #1: South of Lincoln Highway and West of Central Avenue. Seconded by Trustee Gillis. Roll call vote.
 - ❖ Dwayne Shipp – yes
 - ❖ Milfred Moore – yes
 - ❖ Andrea Williams – yes
 - ❖ Howard Hunigan – yes
 - ❖ Harold Gillis – yesMotion carried

- Trustee Gillis made a motion to approve Ordinance 18-410-02: Ordinance Annexing Certain Territory Pursuant to 75 ILCS 16/15-15. Parcel #2 South of 207th Street and West of Ridgeland Avenue. Seconded by Trustee Williams. Roll call vote.
 - ❖ Dwayne Shipp – yes
 - ❖ Milfred Moore – yes
 - ❖ Andrea Williams – yes
 - ❖ Howard Hunigan – yes
 - ❖ Harold Gillis – yesMotion carried

- Trustee Gillis made a motion to approve Ordinance 18-410-03: Ordinance Annexing Certain Territory Pursuant to 75 ILCS 16/15-15. Parcel #3:

South of Lincoln Highway and West of Central Avenue. Seconded by Trustee Williams. Roll call vote.

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

Motion carried

- Trustee Gillis made a motion to approve Ordinance 18-410-04: Ordinance Annexing Certain Territory Pursuant to 75 ILCS 16/15-15. Parcel #4 East of Homeland Road. Seconded by Trustee Moore. Roll call vote.

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

Motion carried

- Trustee Gillis made a motion to approve Ordinance 18-410-05: Ordinance Annexing Certain Territory Pursuant to 75 ILCS 16/15-15. Parcel #5 North of Elmwood Lane and East of Homeland Road. Seconded by Trustee Moore. Roll call vote.

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

Motion carried

- Trustee Gillis made a motion to approve Ordinance 18-410-06: Ordinance Annexing Certain Territory Pursuant to 75 ILCS 16/15-15. Parcel #6 South of Birchwood Lane and East of Cicero Avenue. Seconded by Trustee Hunigan. Roll call vote.

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

Motion carried

- Trustee Moore made a motion to approve Ordinance 18-410-07: Ordinance Annexing Certain Territory Pursuant to 75 ILCS 16/15-15. Parcel #7 South of Lincoln Highway. Seconded by Trustee Gillis. Roll call vote.

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

Motion carried

- Trustee Gillis made a motion to approve Ordinance 18-410-08: Ordinance Annexing Certain Territory Pursuant to 75 ILCS 16/15-15. Parcel #8 South of Vollmer Avenue and West of Crawford Avenue. Seconded by Trustee Williams. Roll call vote.

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

Motion carried

- The Personnel Committee reviewed the self-evaluation forms and made some minor adjustments.
- It was agreed that the Board would complete their self-evaluations and forward them to Trustee Shipp to compile before the next Board meeting.

9. New Business

- Review Chapter 4 of the General Policy manual. The only change is the fee charged for NSF checks. The bank fee, plus \$10.00 is what will be charged for NSF checks.
- Trustee Moore made a motion to approve the payment of \$4,733, plus any shipping charges, from the Contingency Fund for the purchase of an ADA compliant vending refreshment center for the employee's breakroom. Seconded by Trustee Gillis. Roll call vote.

- ❖ Dwayne Shipp – yes
- ❖ Milfred Moore – yes
- ❖ Andrea Williams
- ❖ Harold Gillis – yes
- ❖ Howard Hunigan had left the meeting before this vote.

Motion carried

10. Correspondence

- A thank you card to the Board and Staff from Director Berggren for the cards, calls and kind gestures during her time of bereavement.

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

At the recent Rotary luncheon:

- New officers will be elected in June.
- The library tour was a success and the Rotary Club was impressed with the size and the function of the library
- The Rotary Club meets every other Tuesday at noon at 12:00 if anyone is interested in attending.
- The Personnel Committee met and discussed the Board evaluation forms.
- The Laconi Banquet will be May 18th in Oak Park at 6:00 pm.

Review of the Closed Minutes will be tabled until the May meeting.

Trustee Gillis made a motion to adjourn the meeting. Seconded by Trustee Moore.
Ayes 4. Nays 0. Motion carried.

The Board Meeting adjourned at 3:35 pm.

Approved by Secretary, Harold Gillis

Minutes Prepared by
Lauretta Benford, Administrative Assistant