

**Matteson Area Public Library District
Board of Trustees Meeting
May 15, 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 Howard Hunigan, Harold Gillis, Temitope Babayode, Milfred Moore, and Beverly Coleman. Also present were Director Kathy Berggren, Assistant Director Lisa Morrison-Korajczyk, Business Manager Jeanne Mueller, and Administrative Assistant Laretta Benford. Absent were Trustees Dwayne Shipp and Andrea Williams.

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 Gillis. Roll call vote.

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| ❖ Temitope Babayode – yes | ❖ Howard Hunigan – yes |
| ❖ Milfred Moore – yes | ❖ Harold Gillis – yes |
| ❖ Beverly Coleman – yes | |

Motion carried.

6. Consideration of Financial Report

- Total in all accounts is \$4,519,760.72.

Trustee Moore made a motion to approve the disbursement of \$198,019.78 for April operating expenses; \$134,518.71 for payroll and \$63,501.07 for invoices. Seconded by Trustee Babayode. Roll call vote.

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

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| ❖ Temitope Babayode – yes | ❖ Howard Hunigan – yes |
| ❖ Milfred Moore – yes | ❖ Harold Gillis – yes |
| ❖ Beverly Coleman – yes | |

Motion carried.

7. Directors Update

- Director Berggren reported that the Annexation was published on April 17th and thirty days was given for anyone to reply. To date no one has responded.
- The current staffing updates are as follows:
 - o Two staff members are out on medical leave
 - o Looking to hire a security guard and a maintenance person
 - o Digital Information Services Librarian will be starting on May 21, 2018
- Director Berggren would like to add a policy that three days of unexcused absence results in automatic termination.
- The staff vending machine is in place and supplied.
- Per Capita Grant monies were received.
- Lisa K. and Nikeda received a reading grant in the amount of \$4,000. They will be assisting new parents with this grant with books and new parenting information and materials.
- Trustee Shipp did not receive completed Board self-evaluations via email from the members. Discussion will be tabled until the June meeting.
- The Library will be planning a trip to see Hamilton in December and January.

8. Open Items

- It was determined that the Board's self-evaluation results will be presented when the entire Board is present.
- Trustee Gillis made a motion to accept the revised quote of \$40,526.74 submitted on April 3, 2018 from Focus Audio Visual of South Bend Indiana for the AV Integration Equipment and installation project. Seconded by Trustee Babayode. Roll call vote.
 - ❖ Temitope Babayode – yes
 - ❖ Milfred Moore – yes
 - ❖ Beverly Coleman – yes
 - ❖ Howard Hunigan – yes
 - ❖ Harold Gillis – yesMotion carried.
- Trustee Gillis made a motion to approve Resolution 051518-03 authorizing the sale of MAPLD non-resident library cards. Seconded by Trustee Moore. Roll call vote.
 - ❖ Temitope Babayode – yes
 - ❖ Milfred Moore – yes
 - ❖ Howard Hunigan – yes
 - ❖ Harold Gillis – yes

❖ Beverly Coleman – yes
Motion carried.

9. New Business

- Review of Chapter 5 of the General Policy Manual. No changes were made.

- Trustee Moore made a motion to approve Resolution 051518-01, a Resolution to include compensation paid under an Internal Revenue Code Section 125 Plan as IMRF earnings. Seconded by Trustee Gillis. Roll call vote.
 - ❖ Temitope Babayode – yes
 - ❖ Milfred Moore – yes
 - ❖ Beverly Coleman – yes
 - ❖ Howard Hunigan – yes
 - ❖ Harold Gillis – yesMotion carried.

- Trustee Gillis made a motion to introduce a draft of the Working Budget for FY18-19. Seconded by Trustee Moore. Roll call vote.
 - ❖ Temitope Babayode – yes
 - ❖ Milfred Moore – yes
 - ❖ Beverly Coleman – yes
 - ❖ Howard Hunigan – yes
 - ❖ Harold Gillis – yesMotion carried.

- The Director's Evaluation was tabled until the June meeting.

10. Correspondence

- Letters from the State Librarian awarding the Per Capita Grant and the Born to Read Grant.

- A flyer announcing the ATLAS annual Trustee training.

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

- Trustee Gillis reported that the Rotary Club will give scholarships to some of the Matteson School District students. Mia Carter will become the new President of the Rotary Club in June.

- Trustees will be contacted to find out who will be going to the Laconi Banquet.

- Trustee Moore scheduled a Finance meeting for Monday, June 4th at 6:00 pm to discuss the Working Budget.

- Trustee Gillis scheduled a Personnel meeting for June 7th at 6:00 pm to discuss the Director's evaluation.

12. Motion to enter into Closed Session for the purpose of semi-annual review of previously closed minutes

- The Board postponed the closed session for the purpose of semi-annual review of previously closed minutes until June.
- The Board also postponed the election of officers and setting of committees.

Trustee Gillis made a motion to adjourn the meeting. Seconded by Trustee Babayode. Ayes 5. Nays 0. Motion carried.

The Board Meeting adjourned at 8:00 pm.

Approved by Secretary, Harold Gillis

Minutes Prepared by
Lauretta Benford, Administrative Assistant