

**Matteson Area Public Library District
Board of Trustees Meeting
July 10, 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 Beverly Coleman, Howard Hunigan, Temitope Babayode, Milfred Moore, Andrea Williams and Harold Gillis. Also present were Director Kathy Berggren, Assistant Director Lisa Morrison-Korajczyk, Business Manager Jeanne Mueller and Administrative Assistant Laretta Benford. Trustee Dwayne Shipp was absent.

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 Babayode.

It was requested to move Item J; Approval of Resolution Number 071018-03 authorizing an emergency cash fund and Item L; Motion to set the per diem allowance for FY18-19 in compliance with the current IRS approved levels for the Chicago Metropolitan Area from the consent agenda for purpose of explanation.

Roll call vote.

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

Motion carried.

6. Items Removed from the Consent Agenda

- Director Berggren reported that Item J was formerly the Non-Levied cash fund and the Auditors requested that it be changed to the Emergency Cash Fund. Roll call vote.

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

Motion carried

- Item L from the Consent Agenda refers to how meals and travel reimbursements are determined. Board policy states the library will use the IRS rates for the Chicago Metropolitan area. Roll call vote.
 - ❖ Temitope Babayode – yes
 - ❖ Andrea Williams – yes
 - ❖ Beverly Coleman – yes
 - ❖ Howard Hunigan – yes
 - ❖ Harold Gillis – yes
 - ❖ Milfred Moore - yes
 Motion carried.

7. Insurance Update from Jack Cook, Cook and Kocher Insurance

- Director Berggren reported that Jack Cook would not be in attendance at the Board meeting; however, there are no changes to report with the current insurance coverage. Approval for insurance coverage will be on the August agenda.

8. Consideration of Financial Report

- Trustee Moore made a motion to approve the disbursement of \$227,802.18 for June operating expenses; \$167,550.45 for payroll and \$60,251.73 for invoices. Seconded by Trustee Gillis.
- Business Manager Jeanne Mueller reported on the expenditures for June. Roll call vote.
 - ❖ Temitope Babayode – yes
 - ❖ Andrea Williams – yes
 - ❖ Beverly Coleman – yes
 - ❖ Howard Hunigan – yes
 - ❖ Harold Gillis – yes
 - ❖ Milfred Moore - yes
 Motion carried.
- Trustee Moore made a motion to approve Resolution Number 071018-09, Authorizing opening a new bank account. Seconded by Trustee Gillis. Roll call vote.
 - ❖ Temitope Babayode – yes
 - ❖ Andrea Williams – yes
 - ❖ Beverly Coleman – yes
 - ❖ Howard Hunigan – yes
 - ❖ Harold Gillis – yes
 - ❖ Milfred Moore - yes
 Motion carried.
- Trustee Moore made a motion to approve Resolution Number 071018-10, authorization to approve First American Bank. Seconded by Trustee Gillis. Roll call vote.
 - ❖ Temitope Babayode – yes
 - ❖ Andrea Williams – yes
 - ❖ Beverly Coleman – yes
 - ❖ Howard Hunigan – yes
 - ❖ Harold Gillis – yes
 - ❖ Milfred Moore - yes
 Motion carried.

9. Directors Update

- Director Berggren reported that the tax refund at the end of the fiscal year was \$104,087.17.

- August Board meeting to include; Budget and Appropriations, IPLAR, Board Self-Assessment, Approval of Insurance, ALA Reports, Annual Meeting, and Announce Committees.

10. Open Items

- Trustee Moore made a motion to move Items A: Election of Officers and Item B: Assignment of Committee members to before item 14: Adjournment. Seconded by Trustee Gillis. Roll call vote.
 - ❖ Temitope Babayode – yes
 - ❖ Andrea Williams – yes
 - ❖ Beverly Coleman – yes
 - ❖ Howard Hunigan – yes
 - ❖ Harold Gillis – yes
 - ❖ Milfred Moore - yes
 Motion carried.
- The Annual Board meeting is moved to August 14th and will be incorporated into the regular meeting.
- Trustee Moore made a motion to introduce and table the Budget and Appropriations for 30 days to allow for public inspection. Seconded by Trustee Gillis. Roll call vote.
 - ❖ Temitope Babayode – yes
 - ❖ Andrea Williams – yes
 - ❖ Beverly Coleman – yes
 - ❖ Howard Hunigan – yes
 - ❖ Harold Gillis – yes
 - ❖ Milfred Moore - yes
 Motion carried.
- Item E: Motion to approve the Director's compensation for FY18-19 to be removed from Open Items.

11. New Business

- Review Chapter 7 of the General Policy Manual. There were no content changes.

12. Correspondence

- Trustee Gillis read a letter and certification for all those Board members that attended the ALA Conference.
- A letter to the Weaver's Guild thanking them for their donation of \$200.

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

- Trustee Moore scheduled a Finance Committee meeting for July 25th at 6:00 pm.
- Trustees Hunigan, Coleman and Gillis will meet on July 24th to compile their ALA reports and present at the August Board meeting.

- Trustees Hunigan and Williams are to audit the Secretary's minutes before the 10th of August.
- It was recommended that the Board go through FOIA and OMA training at meetings.

14. Election of Officers

- Trustee Gillis nominated Trustee Shipp for the Office of President. Yes 6. No 0.
- Trustee Gillis nominated Trustee Hunigan for the Office of Vice President. Yes 6. No 0.
- Trustee Gillis nominated Trustee Coleman for the Office of Secretary. Trustee Coleman declined.
- Trustee Babayode nominated Trustee Gillis for the Office of Secretary. Yes 6. No 0.
- Trustee Gillis nominated Trustee Moore for the Office of Treasurer. Yes 6. No 0.
- Trustees Hunigan and Coleman volunteered to work on the next strategic plan for FYs 19-20, 20-21, and 21-22.

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

The Board Meeting adjourned at 8:25 pm.

Approved by Secretary, Harold Gillis

Minutes Prepared by
Lauretta Benford, Administrative Assistant