

**Matteson Area Public Library District
Board of Trustees Meeting
August 14, 2018
7:15 pm**

1. Call to Order

- President Dwayne Shipp called the meeting to order at 7:15 pm.

2. Roll Call

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

Trustee Coleman requested Item C be removed before consideration of minutes. Roll call vote.

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|---------------------------|-----------------------|
| ❖ Temitope Babayode – yes | ❖ Dwayne Shipp – yes |
| ❖ Andrea Williams – yes | ❖ Harold Gillis – yes |
| ❖ Beverly Coleman – yes | ❖ Milfred Moore – yes |

Motion carried.

6. Items Removed from the Consent Agenda

- Trustee Moore made a motion to revise the meeting minutes of July 25, 2018 Finance Committee meeting to include those who were in attendance, which was omitted from the written minutes. In attendance at that meeting were Trustees Beverly Coleman, Harold Gillis, Andrea Williams, Howard Hunigan, and Dwayne Shipp. Also present was Director Berggren. Seconded by Trustee Babayode.

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| ❖ Temitope Babayode – yes | ❖ Dwayne Shipp – yes |
| ❖ Andrea Williams – yes | ❖ Harold Gillis – yes |
| ❖ Beverly Coleman – yes | ❖ Milfred Moore – yes |

Motion carried

7. Consideration of Financial Report

- Trustee Moore made a motion to approve the disbursement of \$228,155.84 for July operating expenses; \$119,588.15 for payroll, \$20,000.00 from the Special Reserve Fund, and \$88,567.69 for invoices. Seconded by Trustee Babayode.
 - ❖ Temitope Babayode – yes
 - ❖ Andrea Williams – yes
 - ❖ Beverly Coleman – yes
 - ❖ Dwayne Shipp – yes
 - ❖ Harold Gillis – yes
 - ❖ Milfred Moore – yes
 Motion carried

- Trustee Moore made a motion to approve Cook and Kocher as the library's insurance agents for the FY18-19. Seconded by Trustee Babayode. Roll call vote.
 - ❖ Temitope Babayode – yes
 - ❖ Andrea Williams – yes
 - ❖ Beverly Coleman – yes
 - ❖ Dwayne Shipp – yes
 - ❖ Harold Gillis – yes
 - ❖ Milfred Moore - yes
 Motion carried.

- The ideas from the Fundraising Team were discussed. The Board decided the staff was no longer required to hold fundraisers. They are instead encouraged to establish partnerships.

8. Directors Update

- Director Berggren reported that the exterior digital sign needs to be changed to our new name. Estimates for the digital sign \$4,138, entrance on School Avenue \$2,708. It was decided not to change the name at this time.
- Susan Fulcher has been invited to display her African American puppets at the University of Connecticut.
- Specifications for the sprinkler insulation project are ready to go out to the public.

9. Open Items

- It was determined that the committees would remain the same as last year.
- Trustee Moore made a motion to remove from the table and approve the Budget and Appropriations for the fiscal year originating July 1, 2019 and ending June 20, 2020. Seconded by Trustee Babayode. Roll call vote.
 - ❖ Temitope Babayode – yes
 - ❖ Andrea Williams – yes
 - ❖ Beverly Coleman – yes
 - ❖ Dwayne Shipp – yes
 - ❖ Harold Gillis – yes
 - ❖ Milfred Moore - yes
 Motion carried.

- Trustee Gillis made a motion to approve the IPLAR report (Illinois Public Library Annual Report) for FY17-18 for submission to the Illinois State Library. Seconded by Trustee Babayode. Roll call vote.
 - ❖ Temitope Babayode – yes
 - ❖ Andrea Williams – yes
 - ❖ Beverly Coleman – yes
 - ❖ Dwayne Shipp – yes
 - ❖ Harold Gillis – yes
 - ❖ Milfred Moore - yes
 Motion carried.

- Trustee Gillis made a motion to approve the Director’s compensation for FY18-19. Seconded by Trustee Williams. Roll call vote.
 - ❖ Temitope Babayode – yes
 - ❖ Andrea Williams – yes
 - ❖ Beverly Coleman – yes
 - ❖ Dwayne Shipp – yes
 - ❖ Harold Gillis – yes
 - ❖ Milfred Moore - yes
 Motion carried.

- Trustee Gillis made a motion to amend his previous motion for the Director’s compensation to include the percentage of the increase; 3%. Seconded by Trustee Coleman. Roll call vote
 - ❖ Temitope Babayode – yes
 - ❖ Andrea Williams – yes
 - ❖ Beverly Coleman – yes
 - ❖ Dwayne Shipp – yes
 - ❖ Harold Gillis – yes
 - ❖ Milfred Moore - yes
 Motion carried.

- Board of Trustees’ self-assessment for FY17-18 has been tabled until next month.

10. New Business

- Review of Chapter 8 of the General Policy Manual was tabled until next month.

There was a discussion regarding who is responsible to inform meeting room occupants of the whereabouts of the library exits when they rent the meeting rooms.

- Trustee Babayode made a motion to approve the Director’s attendance at the Illinois Society for Human Resource Management annual conference in September and the Illinois Library Association’s annual conference in October. Seconded by Trustee Williams. Roll call vote.
 - ❖ Temitope Babayode – yes
 - ❖ Andrea Williams – yes
 - ❖ Beverly Coleman – yes
 - ❖ Dwayne Shipp – yes
 - ❖ Harold Gillis – yes
 - ❖ Milfred Moore - yes
 Motion carried.

- Trustee Babayode made a motion to introduce and table until the September Board meeting Section 10.10 of the General Policy Manual: Notary Public Service. Seconded by Trustee Gillis. Roll call vote.

- ❖ Temitope Babayode – yes
 - ❖ Andrea Williams – yes
 - ❖ Beverly Coleman – yes
 - ❖ Dwayne Shipp – yes
 - ❖ Harold Gillis – yes
 - ❖ Milfred Moore - yes
- Motion carried.

11. Correspondence

- Trustee Gillis read a letter from the State Librarian to Nikeda Webb regarding the issuance of the PNG19 grant that the library has received.
- A thank you note from Barbara Smith to Thom Webb and circulation staff for an outstanding job.

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

- Personnel Committee will meet on September 19 at 6:00 pm. Building and Grounds Committee will meet at 7:00 pm.
- Trustees Hunigan, Coleman and Gillis will give their ALA reports at the September meeting.
- Trustees need approval for a Budget to go to ILA to be put on the September agenda.
- Trustee Gillis made a motion to go into closed session under Section 2 (c) (21) of the Open Meetings Act. Seconded by Beverly Coleman. Roll call vote.
 - ❖ Temitope Babayode – yes
 - ❖ Andrea Williams – yes
 - ❖ Beverly Coleman – yes
 - ❖ Dwayne Shipp – yes
 - ❖ Harold Gillis – yes
 - ❖ Milfred Moore - yes

Motion carried.

The Board went into closed session at 9:17 pm.

The Board came out of closed session at 9:21 pm.

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

The Board meeting adjourned at 9:24 pm.

Approved by Secretary, Harold Gillis

Minutes Prepared by, Laretta Benford, Administrative Assistant