

**Matteson Area Public Library District
Board of Trustees Meeting
December 11, 2018
7:00 pm**

1. Call to Order

- President Dwayne Shipp called the meeting to order at 7:00 pm.

2. Roll Call

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

3. Pledge of Allegiance

4. Opportunity for Public Comment

- No public available for comment.

5. Consent Agenda

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

- ❖ Dwayne Shipp - yes

- ❖ Beverly Coleman – yes

Motion carried

- ❖ Harold Gillis – yes

- ❖ Milfred Moore – yes

- ❖ Howard Hunigan - yes

6. Village Chief of Police Michael Jones

- Chief Jones was invited to speak to the Board because a patron in the library with mental challenges had attacked an employee.

- Trustee Shipp wanted to know the coordination between the police and the library security if something happens in the community, how will the library be informed?

- o Sign the library up for the code red alert system.

- o Call the police non-emergency if you see a suspicious car in the parking lot.

7. Brett Moeller, Auditor, O'Neill and Gaspardo

- Brett gave the annual audit report for the library.

- o He has asked that the Village of Matteson be contacted again regarding the IMRF resolution request that was made the last two years.

8. Lisa Morrison-Korajczyk, Public Services Coordinator

- Lisa gave her annual report of her department and future plans for adult programs and marketing.

9. Consideration of Financial Reports

- Trustee Moore made a motion to approve the disbursement of \$229,119.35 for November operating expenses; \$192,912.22 for payroll and \$36,207.13 for invoices. Seconded by Trustee Gillis. Roll call vote.
 - ❖ Dwayne Shipp - yes
 - ❖ Harold Gillis – yes
 - ❖ Beverly Coleman – yes
 - ❖ Milfred Moore – yes
- Motion carried.
- ❖ Howard Hunigan - yes

10. Directors Update

- Director Berggren announced that Thom Webb is on the Circulation Advisory Council of SWAN.
- Section 11 of the Policy Manual was emailed earlier. Everything in it includes ALA's Intellectual Freedom statements.
- Contacted KBC Building Design Consultants; Kimberly Bolen & Associates, a space planning company.

Trustees Hunigan and Coleman requested bids be solicited from additional companies.

- Attended SWAN Quarterly meeting.
- Suggested goals and objectives be placed on the January agenda.
- New shirts will be ordered for the library staff and Trustees.
- December In-Service workshop consisted of segments on Sexual Harassment in the Workplace, Bystander Intervention in the Library, Helping the Unseen, Opioid Epidemic, VR Project, and the web page updates.
- Working on Per Capita Grant application. Need to find out how many Trustees have done the training on accessibility.

11. Open Items

- Trustee Moore made a motion to approve the revisions to Chapter 8 of the General Policy Manual. Seconded by Trustee Hunigan.

Trustee Gillis has asked that the motion to approve the revisions to Chapter 8 of the General Policy Manual be tabled and moved to the Policy Committee.

Trustee Moore made a motion to move Chapter 8 revisions and approval to the Policy Committee. A meeting was scheduled for January 9, 2019 at 6:00 pm. Seconded by Trustee Gillis. Ayes 5. Nays 0. Motion carried.

12. New Business

- Trustee Gillis made a motion to approve the purchase of a new video surveillance system from Computers Nationwide at a cost of \$19,985. Seconded by Trustee Coleman.

Director Berggren has been asked to follow up with the references for the surveillance system. Roll call vote.

- ❖ Dwayne Shipp - yes
- ❖ Beverly Coleman – abstain
- ❖ Howard Hunigan – no
- ❖ Harold Gillis – no
- ❖ Milfred Moore – yes

- Trustee Gillis made a motion to introduce and table Section 10.11 of the General Policy Manual, Passport Registration Policy. Seconded by Trustee Coleman. Ayes 5. Nays 0. Motion carried.

13. Correspondence

- Correspondence will be held over until the next Board meeting. Verbal agreement unanimous.

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

- Trustee Gillis set a Policy meeting for January 9, 2019 at 6:00 pm.

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

The Board meeting adjourned at 9:24 pm.

Approved by Secretary, Harold Gillis

Minutes Prepared by, Laretta Benford
Administrative Assistant