

**Matteson Area Public Library District
Board of Trustees Meeting
January 15, 2019
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, Milfred Moore, Andrea Williams, and Temitope Babayode. Also present were Director Kathy Berggren, Assistant Director Lisa Morrison-Korajczyk, Business Manager Jeanne Mueller, Head of Computer Services Andy Murgas, and Administrative Assistant Laurretta Benford. Trustee Dwayne Shipp was absent and Trustee Beverly Coleman was present via conference call.

3. Pledge of Allegiance

4. Opportunity for Public Comment

- No public available for comment.

5. Consent Agenda

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

❖ Temitope Babayode - yes

❖ Harold Gillis – yes

❖ Andrea Williams – yes

❖ Milfred Moore – yes

Motion carried

❖ Howard Hunigan - yes

6. Andy Murgas, Head of Computer Services

- Andy gave his annual department report.

7. Consideration of Financial Reports

- Trustee Moore made a motion to approve the disbursement of \$202,557.22 for December operating expenses; \$149,716.54 for payroll and \$52,840.68 for invoices. Seconded by Trustee Gillis. Roll call vote.

❖ Temitope Babayode - yes

❖ Harold Gillis – yes

❖ Andrea Williams – yes

❖ Milfred Moore – yes

Motion carried.

❖ Howard Hunigan - yes

- Trustee Moore moved to accept the final audit for FY17-18. Ayes 5. Nays 0. Motion carried.

- Trustee Moore made a motion to approve staff attendance and budget not to exceed \$11,000 for upcoming conferences. Seconded by Trustee Gillis. Roll call vote.
 - ❖ Temitope Babayode - yes
 - ❖ Andrea Williams – yes
 - Motion carried.
 - ❖ Harold Gillis – yes
 - ❖ Milfred Moore – yes
 - ❖ Howard Hunigan - yes

- Trustee Moore made a motion to approve the budget of \$1235 for Trustees' attendance at the ILA Trustee Forums. Seconded by Trustee Babayode. Roll call vote.
 - ❖ Temitope Babayode - yes
 - ❖ Andrea Williams – yes
 - Motion carried.
 - ❖ Harold Gillis – yes
 - ❖ Milfred Moore – yes
 - ❖ Howard Hunigan - yes

- February agenda will need to adjust costs for Trustee Gillis to go to Springfield rather than the Oak Brook Forum. Approval for Trustee attendance at the LACONI Banquet and ALA Conference also need to be on the February agenda.

8. Directors Update

- Director Berggren's search for a local Building Design Consultant has turned up empty. She is going to recheck her directory for any others' rates and expenses.
- Copy of the FY18-19 goals were sent out. If no one has any questions, she will keep moving forward.
- Coupons were issued to school children who attended the Outreach Retreats; seventy-five coupons were returned for a library treat from Youth Services.

The lawyers said it is legally possible. Trustee Hunigan asked that she clear this with the insurance company.

- Still working on security companies to outsource our options for a security guard.
- We are looking at inserting a new opt in/opt out policy for youth using the internet, effective April 1, 2019 that will not require parental permission.
- Will go out to bid for the new circulation desk to get more quotes.

9. Open Items

- Trustee Gillis made a motion to approve the revisions to Chapter 8 of the General Policy Manual. Seconded by Trustee Babayode. It was

requested that each meeting room application have space for 2 alternates instead of one. Ayes 5. Nays 0. Motion carried.

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

Motion carried.

- Trustee Moore made a motion to remove from the table and approve Section 10.11 of the General Policy Manual, Passport Registration Policy. Seconded by Trustee Gillis. Roll call vote.

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

Motion carried.

- Trustee Moore made a motion to purchase a new video surveillance system from Computers Nationwide at a cost of \$19,985. Seconded by Trustee Babayode. Roll call vote.

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

Motion carried.

10. New Business

- Trustee Gillis made a motion to approve the disbursements of electronic equipment. Seconded by Trustee Babayode. Roll call vote.

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

Motion carried.

11. Correspondence

- A thank you to Nikeda Webb for the honorarium to the Sickle Cell Association.
- Letters from the State Library stating Born to Read Grant and the PNG 18 Grant were successfully completed.

- Trustee Babayode made a motion to enter into closed session under Section 2 (c) of the Open Meetings Act to discuss the employment compensation of an employee. Seconded by Trustee Moore. Roll call vote.

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

Motion carried.

The Board went into closed session at 8:37 pm.

The Board came out of closed session at 9:17 pm.

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

The Board meeting adjourned at 9:18 pm.

Approved by Secretary, Harold Gillis

Minutes Prepared by, Laretta Benford
Administrative Assistant