

**Matteson Area Public Library District
Board of Trustees Meeting
March 12, 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 Trustees Howard Hunigan, Harold Gillis, Beverly Coleman, Milfred Moore and Andrea Williams arrived at 7:05 pm. 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 Temitope Babayode.

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 Coleman. Roll call vote.

❖ Howard Hunigan – yes	❖ Harold Gillis – yes
❖ Milfred Moore – yes	❖ Beverly Coleman – yes

Motion carried

6. Consideration of Financial Reports

- Trustee Moore made a motion to approve the disbursement of \$234,258.99 for February operating expenses; \$156,172.66 for payroll and \$78,086.33 for invoices. Seconded by Trustee Coleman. Roll call vote.

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

Motion carried

- Trustee Moore made a motion to approve three Trustees full attendance and one Trustee's exhibit hall pass at the Annual ALA Conference in Washington DC in June at a cost not to exceed \$7,360.45. Seconded by Trustee Hunigan. Roll call vote.

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

Motion carried

- Trustee Moore made a motion to approve the attorney's recommendation to accept the settlement offered on the PTAB appeal for the former Sears store which has been demolished. Seconded by Trustee Williams. Roll call vote.
 - ❖ Howard Hunigan – yes
 - ❖ Andrea Williams – yes
 - ❖ Harold Gillis – yes
 - ❖ Beverly Coleman – yes
 - ❖ Milfred Moore – yes

Motion carried

- Trustee Moore made a motion to approve the attorney's recommendation to accept the settlement offered on the PTAB appeal for the parking lot for the former Sears store at the Lincoln Mall. Seconded by Trustee Hunigan. Roll call vote.
 - ❖ Howard Hunigan – yes
 - ❖ Andrea Williams – yes
 - ❖ Harold Gillis – yes
 - ❖ Beverly Coleman – yes
 - ❖ Milfred Moore – yes

Motion carried

7. Directors Update

- The Director asked the Board to amend the budget for Susan Fulcher's trip to the University of Minnesota from \$1,200 to \$1,500 as travel expenses were missing from the previous month. Trustee Gillis made the motion and it was seconded by Trustee Moore. Roll call vote.
 - ❖ Howard Hunigan – yes
 - ❖ Andrea Williams – yes
 - ❖ Harold Gillis – yes
 - ❖ Beverly Coleman – yes
 - ❖ Milfred Moore – yes

Motion carried

- The Director was concerned with occupants of the meeting room not adhering to the rules and regulations found in the meeting room application.
 - Exiting the meeting room ½ before the library closes.
 - Loitering around in the parking lot after the library has closed.
 - Getting meeting room payments before the meeting is held.
 - Treatment of staff

It was suggested that there should be signage in the room indicating that the meeting should end ½ hour prior to the occupants' end time in order to prepare for the next group or the closing of the library.

Meeting room payment should be submitted 7 days in advance of the meeting.

- A library Trustee should be present whenever a group of candidates or elected officials rent the room.
- Information regarding the request for staff paid additional life insurance was presented by Jeanne Mueller for further consideration. Director Berggren indicated that she has been looking into other companies and would not have a definitive answer until after the insurance meeting on March 19 with the full time staff.

8. Open Items

- Trustee Gillis made a motion to contract Kimberly Bolan and Associates, LLC for a facility space planning project at a cost not to exceed \$11,400. Seconded by Trustee Moore. Roll call vote.

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

Motion carried

- Trustees Coleman, Williams and Hunigan met on February 26th to discuss the Strategic Plan for FY 2020/2022.
- Trustee Coleman made a motion to approve revisions to Sections 1.5:1 and 1.5:4 of the General Policy Manual that reverses the current policy on the use of library computers to access the Internet by minor children, effective April 1, 2019. Seconded by Trustee Moore. Roll call vote

❖ Howard Hunigan – yes	❖ Harold Gillis – yes
❖ Andrea Williams – yes	❖ Beverly Coleman – yes
	❖ Milfred Moore – abstain

Motion carried

- Trustee Moore made a motion to purchase a new front desk for the Customer Service Department from DEMCO at a cost not to exceed \$23,500 delivered and installed. Seconded by Trustee Gillis. Roll call vote.

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

Motion carried

9. New Business

- It was determined that the Board would meet as a Committee of the Whole to discuss the Board's upcoming self-evaluation. The meeting was scheduled for March 27th at 6:00 pm. Evaluation forms will be mailed to all Board members.

10. Correspondence

- A letter from Jesse White, Secretary of State and State Librarian informing us that we would be receiving a copy of "N'Digo Legacy Black Luxe 110 African American Icons of Contemporary History," by Hermene Hartman and David Smallwood. MAPLD is one of 25 libraries in the state receiving a copy of this book.

11. Comments by Library Officials, Trustee Committee Oral Reports, and setting any future meeting dates.

- It was suggested by Trustee Gillis that the Board honor Trustees who have served on the Board and leave. He suggested maybe a plaque and/or dinner.

This issue is to be added to the March 27th Agenda.

- Trustee Coleman made a motion to go into closed session under Section 2 (c) (21) of the Open Meetings act for the semi-annual review of the previously Closed Minutes. Seconded by Trustee Gillis. Roll call vote.
 - ❖ Howard Hunigan – yes
 - ❖ Harold Gillis – yes
 - ❖ Andrea Williams – yes
 - ❖ Beverly Coleman – yes
 - ❖ Milfred Moore – yes

Motion carried

The Board went into closed session at 8:15 pm.

The Board came out of closed session at 8:23 pm.

- Trustee Moore made a motion not to open any closed minutes. Seconded by Trustee Gillis. Roll call vote.
 - ❖ Howard Hunigan – yes
 - ❖ Harold Gillis – yes
 - ❖ Andrea Williams – yes
 - ❖ Beverly Coleman – yes
 - ❖ Milfred Moore – yes

Motion carried

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

The Board meeting adjourned at 8:25 pm.

Approved by Secretary, Harold Gillis

Minutes Prepared by, Laretta Benford
Administrative Assistant