

**Matteson Area Public Library District
Board of Trustees Meeting
Committee of the Whole
March 27, 2019
6:00 pm**

1. Call to Order
 - Vice President Howard Hunigan called the meeting to order at 6:06 pm.

2. Roll Call

Present Trustees Howard Hunigan, Harold Gillis, Beverly Coleman and Andrea Williams. Also present was Director Kathy Berggren. Absent were Trustees Dwayne Shipp, Temitope Babayode and Milfred Moore.

3. Board Evaluations- Review
 - Trustee Gillis stored the completed forms in the Board file cabinet until he can collect the other forms from Trustees Shipp, Moore, and Babayode.

4. Discussion of Grey Areas
 - #5 –Should be co-orientation process with the President and the Director. Update orientation manual.
 - #6 – Board development plan.
 - #12 – Come prepared. Part of orientation if you miss a meeting whose responsibility is it to find out what happened?
 - #13 –Put together an annual calendar for committee meetings.
 - Two additional questions to be added to the evaluation
 - o #18 – Do I as a Board member support fundraising activities.

 - o #19 – Do I as a Board member support library sponsored activities.

5. Protocol For Any Trustees Who Leaves the Board
 - What is the process?

Trustee Williams made a motion to adjourn the meeting. Seconded by Trustee Coleman. The meeting adjourned at 7:38 pm.

Approved by Secretary, Harold Gillis

Minutes Prepared by, Laretta Benford