

**Matteson Area Public Library District  
Board of Trustees Meeting  
April 9, 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, Milfred Moore, Temitope Babayode and Andrea Williams. Also present were Director Kathy Berggren, Assistant Director Lisa Morrison-Korajczyk, Business Manager Jeanne Mueller, Administrative Assistant Laretta Benford, and Matteson patrons Isaac Heath and Shirley Robinson. Present via teleconferencing was Trustee Dwayne Shipp. Trustee Beverly Coleman arrived at 7:25 pm.

3. Pledge of Allegiance

4. Opportunity for Public Comment

- Isaac Heath and Shirley Robinson, Matteson residents were present to discuss the policy for food at library programs. A meeting with them, Trustee Hunigan and Director Berggren was scheduled for Thursday at 2:30 pm to discuss further.

5. Consent Agenda

- Trustee Gillis made a motion to accept the consent agenda. Seconded by Trustee Coleman. Roll call vote.
  - ❖ Howard Hunigan – yes
  - ❖ Milfred Moore – yes
  - ❖ Dwayne Shipp - abstain
  - ❖ Harold Gillis – yes
  - ❖ Beverly Coleman – yes
  - ❖ Temitope Babayode – yes
  - ❖ Andrea Williams – yes

Motion carried

6. Consideration of Financial Reports

- Trustee Moore made a motion to approve the disbursement of \$176,175.39 for March operating expenses; \$141,143.08 for payroll and \$35,032.31 for invoices. Seconded by Trustee Gillis.
  
- Business Manager Jeanne Mueller gave her report on checks that have been written for the month of March. Roll call vote.
  - ❖ Howard Hunigan – yes
  - ❖ Milfred Moore – yes
  - ❖ Dwayne Shipp - abstain
  - ❖ Harold Gillis – yes
  - ❖ Beverly Coleman – yes
  - ❖ Andrea Williams – yes
  - ❖ Temitope Babayode - yes

Motion carried

- Director Berggren reported on her findings for protocol honoring Board members who leave the Board. It was concluded that giving a gift comes under compensation. Anything other than that would have to have a policy.
- Director Berggren also concluded that the Board would not be able to attend the LACONI banquet because their budget has been depleted due to the ALA conference. If they want to attend it would have to be paid individually by attendees.

Trustee Hunigan indicated that it should be ok if two Trustees attend the LACONI banquet. Adjustments can be made. It was determined that a decision will be made at the Finance Committee meeting.

#### 7. Directors Update

- Director Berggren reported to the Board the staff's desire to again have the library close at 5:00 pm on July 3<sup>rd</sup> in observance of the upcoming 4<sup>th</sup> of July holiday. The Board had no objections.
- The Director wanted to know if she should try to reach the new Board member, who was not present at this meeting, to set up orientation prior to the next Board meeting or hand him the orientation packet at the Board meeting and review with him at a later date and time?

Trustee Hunigan reported that it is the Board's responsibility to orient new Board members.

#### 8. Open Items

- Director Berggren gave a status report on additional life insurance for staff. It is still a work in progress.
- She also commented on the status of the new security cameras, most of which have already been installed.

#### 9. New Business

- Trustee Moore made a motion to approve the disbursement of sponsorship donations via a silent auction at the April 27, 2019 Fan Fest. Seconded by Trustee Babayode. Roll call vote.
 

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

Motion carried

- Director Berggren informed the Board that the management team has taken the Edge Initiative Assessment for Technology. The scores were compiled. There were six items that we scored low on. The Board requested further information: What hasn't been completed from the Strategic Plan; a list of wishes/wants; and management team wants.

#### 10. Correspondence

- Trustee Gillis read a letter from Jesse White, State Librarian announcing the disbursement of the Per Capita Grant in the amount of \$23,761.25. Due to the State backlog these funds could be significantly delayed.
- A comment card from Delores Barnes reporting that all of Matteson Library staff treats patrons' like family.
- A comment card from John Rangel who reported that the library has continued to improve its overall quality of service to the public and community services outreach; he is very satisfied with MAPLD.
- Last but certainly not least, Susan Fulcher, our resident puppeteer was featured in the Daily Southtown.

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

- Trustee Moore scheduled a Finance Committee meeting for Tuesday, April 16<sup>th</sup> at 6:00 to review the budget.
- The Committee of the Whole has scheduled a meeting for April 23<sup>rd</sup> at 6:00 pm to complete the Board Self-Evaluation.
- Trustee Hunigan and Director Berggren will meet to discuss a policy to be put in place concerning the meeting rooms and hot foods.
- Trustee Hunigan thanked Trustee Shipp for his years of service to the Library Board of Trustee and wished him good luck in all his endeavors going forward.

Trustee Hunigan declared the meeting adjourned at 8:40 pm.

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Approved by Secretary, Harold Gillis

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Minutes Prepared by, Laretta Benford  
Administrative Assistant