

Matteson Area Public Library District
Board of Trustees Meeting
June 11, 2019
7:00 p.m.

1. Call to Order

- President Howard Hunigan called the meeting to order at 7:00 pm.

2. Roll Call

Present Trustees Howard Hunigan, Harold Gillis, Temitope Babayode, Beverly Coleman, Jonathan Currin, and Andrea Williams. Also present were Director Kathy Berggren, Assistant Director Lisa Morrison-Korajczyk, Business Manager Jeanne Mueller, and Administrative Assistant Laretta Benford. Trustee Milfred Moore arrived at 7:30 pm.

3. Pledge of Allegiance

4. Opportunity for Public Comment

- No public present.

5. Consent Agenda

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

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|-------------------------|---------------------------|
| ❖ Howard Hunigan – yes | ❖ Harold Gillis – yes |
| ❖ Jonathan Currin - yes | ❖ Beverly Coleman – yes |
| | ❖ Temitope Babayode – yes |
| | ❖ Andrea Williams – yes |

Motion carried

6. Consideration of Financial Reports

- Trustee Coleman made a motion to approve the disbursement of \$252,712.78 for May operating expenses; \$183,434.82 for three payroll related expenses and \$69,277.96 for invoices. Seconded by Trustee Babayode. Roll call vote.

- Business Manager Jeanne Mueller gave a recap of the disbursements in May.

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| ❖ Howard Hunigan – yes | ❖ Harold Gillis – yes |
| ❖ Jonathan Currin - yes | ❖ Beverly Coleman – yes |
| | ❖ Andrea Williams – yes |
| | ❖ Temitope Babayode - yes |

Motion carried

- Trustee Coleman made a motion to remove from the table and approve the Working Budgets for Corporate and Special funds for FY19-20. Seconded by Trustee Babayode.
 - ❖ Howard Hunigan – yes
 - ❖ Jonathan Currin - yes
 - ❖ Harold Gillis – yes
 - ❖ Beverly Coleman – yes
 - ❖ Andrea Williams – yes
 - ❖ Temitope Babayode - yes

Motion carried

7. Directors Update

- Director Berggren indicated that it was time for the update to the Personnel Handbook, cost will be \$1,500. She wants the lawyer to work on it in July. Some of the Trustees wondered whether it could be pushed back until maybe September.
- She indicated to the Board that the staff's goals and objectives from last year were quite extensive. She also indicated which goals had been completed and which one's had not. She included in this year's list the goals that had not been completed in the previous year.
- The revisions to the Prevailing Wage Act states that it does not have to be published in the local paper. Effective June 1, 2019, local government does not have to publish or file or do an ordinance for prevailing wage.
- A new front desk will be forthcoming. Looking at a September install date.
- Ordered three new microphones and the AV equipment in the meeting rooms are being checked.
- State Representative, Debbie Meyers-Martin is having an open house for her new office building and has invited the Board and library staff.
- Our people counter had to be replaced.
- Our sump-pumps went out and some library items were damaged during the rains that we have recently experienced. Claims went to the insurance company and we were reimbursed for some of the loss that we experienced.
- Legislative updates are as follows:
 - ✓ Law went into effect regarding qualifications for a Trustee; you would have to have lived in the district one year, not be indebted to the library or any other taxing body and not be convicted of a crime.
 - ✓ There were 5 bills introduced trying to get funding for the census, none of them passed.

- ✓ 11 bills introduced asking for a tax freeze. None of them made it out of committee.

8. New Business

- Trustee Hunigan reviewed the Board By-Laws with the Board.
- The Freedom of Information officer is Trustee Babayode, Open Meetings Act officer is Milfred Moore.

9. Correspondence

- Trustee Williams read thank you cards received from Sauk Elementary school and Richton Square Pre-School for Susan and Joseph on their STEM programs.
- Thank you letter that was placed on Social Media regarding David Pacin and thanking him for a job well done.

10. President's Report

- Trustee Hunigan looked at 6 months of projected calendar events and special meetings to include:
 - Directors evaluation
 - Strategic planning
 - Finance 101
 - Development of the west lot
 - Remodeling Adult Services
 - Carry-over items from Goals & Objectives list
 - Budget reviews
 - Budget and Appropriations Ordinance
 - Tax Levy
 - Auditors
 - Building review
 - Policy review
 - Trustee training
 - FOIA trial practice
 - Trustee Retreat off campus
 - Board development
 - Creating a Friends group
 - 2 meetings per month
 - Calendar of what's coming to avoid tabling items

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

- A meeting of the Committee of the Whole was scheduled for June 27 at 6:30 pm to discuss the Director's evaluation.

Trustee Moore made a motion to adjourn the meeting. Seconded by Trustee Babayode.

Board meeting adjourned at 8:45 pm.

Approved by Secretary, Andrea Williams

Minutes Prepared by, Laretta Benford
Administrative Assistant