

**Matteson Area Public Library District**  
**Board of Trustees Meeting**  
**July 9, 2019**  
**7:00 p.m.**

1. Call to Order

- Vice President Harold Gillis called the meeting to order at 7:01 pm.

2. Roll Call

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

3. Pledge of Allegiance

4. Opportunity for Public Comment

- No public present.

5. Consent Agenda

- Trustee Moore made a motion to remove from the Consent Agenda items C and E-K. Seconded by Trustee Coleman.

- ❖ Andrea Williams – yes

- ❖ Jonathan Currin – yes

- ❖ Milfred Moore - yes

- ❖ Harold Gillis – yes

- ❖ Beverly Coleman – yes

- ❖ Temitope Babayode – yes

Motion carried

6. Items Removed from the Consent Agenda

- Item C; approval of minutes for the Committee of the Whole's meeting of June 27, 2019. Those minutes were not available. Those minutes will be available for the next meeting.

- Item E; approval of Ordinance 4-1964-1920-0003, setting regular meeting dates for the Board of Library Trustees for the next year. Trustee Gillis made a motion to approve the Ordinance. Seconded by Trustee Babayode. Roll call vote.

- ❖ Andrea Williams – yes

- ❖ Jonathan Currin – yes

- ❖ Milfred Moore - yes

- ❖ Harold Gillis – yes

- ❖ Beverly Coleman – yes

- ❖ Temitope Babayode – yes

Motion carried

- Item F; approval of Resolution 070919-04, Authorization to Sign Checks. Trustee Williams made a motion to approve the resolution. Seconded by Trustee Babayode. Roll call vote.
  - ❖ Andrea Williams – yes
  - ❖ Jonathan Currin – yes
  - ❖ Milfred Moore - yes
  - ❖ Harold Gillis – yes
  - ❖ Beverly Coleman – yes
  - ❖ Temitope Babayode – yes

Motion carried
  
- Item G; approval of Resolution 070919-02, Holiday Closings. Trustee Williams made a motion to approve the resolution. Seconded by Trustee Currin. Roll call vote.
  - ❖ Andrea Williams – yes
  - ❖ Jonathan Currin – yes
  - ❖ Milfred Moore - yes
  - ❖ Harold Gillis – yes
  - ❖ Beverly Coleman – yes
  - ❖ Temitope Babayode – yes

Motion carried
  
- Item H; Approval of Resolution 070919-06, Special Reserve Fund expenditure plan. Trustee Williams made a motion to approve the resolution. Seconded by Trustee Babayode. Roll call vote.
  - ❖ Andrea Williams – yes
  - ❖ Jonathan Currin – yes
  - ❖ Milfred Moore - yes
  - ❖ Harold Gillis – yes
  - ❖ Beverly Coleman – yes
  - ❖ Temitope Babayode – yes

Motion carried
  
- Item I; Approval of Resolution 070919-03, Authorization for the Emergency Cash Fund. Trustee Williams made a motion to approve the resolution. Seconded by Trustee Moore. Roll call vote.
  - ❖ Andrea Williams – yes
  - ❖ Jonathan Currin – yes
  - ❖ Milfred Moore - yes
  - ❖ Harold Gillis – yes
  - ❖ Beverly Coleman – yes
  - ❖ Temitope Babayode – yes

Motion carried
  
- Item J; Motion to transfer the interest from the Corporate Operating fund to the Equipment fund during FY19-20. Trustee Moore made a motion to approve the transfer. Seconded by Trustee Currin. Roll call vote.
  - ❖ Andrea Williams – yes
  - ❖ Jonathan Currin – yes
  - ❖ Milfred Moore - yes
  - ❖ Harold Gillis – yes
  - ❖ Beverly Coleman – yes
  - ❖ Temitope Babayode – yes

Motion carried
  
- Item K; Motion to set the Per Diem Allowance for FY19-20 in compliance with the current IRS approved levels for the Chicago Metropolitan Area. Trustee Gillis made a motion to approve the Per Diem Allowances. Seconded by Trustee Williams. Roll call vote.
  - ❖ Andrea Williams – yes
  - ❖ Jonathan Currin – yes
  - ❖ Harold Gillis – yes
  - ❖ Beverly Coleman – yes

❖ Milfred Moore - yes  
Motion carried

❖ Temitope Babayode – yes

#### 7. Consideration of Financial Reports

- Trustee Moore made a motion to approve the disbursement of \$210,279.51 for June operating expenses; \$158,164.55 for payroll related expenses and \$52,114.96 for invoices. Seconded by Trustee Babayode.

- Business Manager Jeanne Mueller gave a recap of the disbursements in June. Roll call vote.

❖ Andrea Williams – yes

❖ Harold Gillis – yes

❖ Jonathan Currin – yes

❖ Beverly Coleman – yes

❖ Milfred Moore - yes

❖ Temitope Babayode – yes

Motion carried

- Trustee Gillis made a motion to introduce and table the Budget and Appropriations for FY19-20 until the August 13<sup>th</sup> hearing. Seconded by Trustee Moore. Roll call vote.

❖ Andrea Williams – yes

❖ Harold Gillis – yes

❖ Jonathan Currin – yes

❖ Beverly Coleman – yes

❖ Milfred Moore - yes

❖ Temitope Babayode – yes

Motion carried

- A new check signing scheduling is included in the packet.

- Finance Committee will meet on July 15<sup>th</sup> at 6:30 pm for the purpose of auditing the financial reports.

#### 8. Director's Update

- Director Berggren will discuss with Trustee Hunigan the Board By-Laws interpretation on committee sizes.

- The Board meeting minutes will be audited by Trustees Coleman and Babayode.

- Director Berggren reminded the Board the question of an ethics officer had been raised and tabled.

#### 9. Correspondence

- Trustee Williams read comment cards for Maria Fonseca and Tiffany Henderson regarding their hard work and dedication.

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

- Trustee Coleman reported on her experience at the ALA Conference indicating that they had great speakers and good sessions.

- Trustee Gillis enjoyed the conference and went to a session with Supreme Court Justice Sotomayor.
- Trustee Williams indicated that she attended the session on banned books and met Carla Hayden at the Library of Congress.
- The Committee of the Whole meeting time changed to 7:00 pm on July 16.
- Trustee Gillis made a motion to go into closed session under Section 2(c)(1) of the Open Meetings Acts in order to discuss the performance of specific employees of the public body. Seconded by Trustee Coleman.  
Roll call vote.
 

❖ Andrea Williams – yes	❖ Harold Gillis – yes
❖ Jonathan Currin – yes	❖ Beverly Coleman – yes
❖ Milfred Moore - yes	❖ Temitope Babayode – yes

 Motion carried

The Board went into closed session at 8:02 pm.

The Board came out of closed session at 8:35 pm.

Trustee Moore made a motion to adjourn the meeting. Seconded by Trustee Coleman. Ayes 6. Nays 0. Motion carried.

The Board meeting adjourned at 8:37 pm.

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Approved by Secretary, Andrea Williams

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Minutes Prepared by, Laretta Benford  
Administrative Assistant