

**Matteson Area Public Library District
Board of Trustees Meeting
September 10, 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 were Trustees Howard Hunigan, Harold Gillis, Jonathan Currin, Milfred Moore, and Beverly Coleman. Also present were Director Kathy Berggren, Assistant Director Lisa Morrison-Korajczyk, Business Manager Jeanne Mueller, and Administrative Assistant Laretta Benford. Youth Services Coordinator Nikeda Webb, School Liaison Susan Fulcher, Librarian Joseph Friedman were also present. Kim Bolen, Interior Designer was present via phone. Trustees Temitope Babayode and Andrea Williams were absent.

3. Pledge of Allegiance

4. Opportunity for Public Comment

- No public present.

5. Consent Agenda

- Trustee Gillis made a motion to approve the consent agenda. Seconded by Trustee Currin.

Trustee Moore requested that Item C be removed from the agenda. Roll call vote.

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| ❖ Howard Hunigan – yes | ❖ Harold Gillis – yes |
| ❖ Jonathan Currin – yes | ❖ Beverly Coleman – yes |
| ❖ Milfred Moore - yes | |

Motion carried

6. Items Removed from the Consent Agenda

- Trustee Moore made a motion to have the following corrections made to Item C: Trustee Milfred Moore called the meeting to order at 6:45 pm. It should read Treasurer Milfred Moore called the meeting to order at 6:45 pm. Seconded by Trustee Currin. Roll call vote.

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|-------------------------|-------------------------|
| ❖ Howard Hunigan – yes | ❖ Harold Gillis – yes |
| ❖ Jonathan Currin – yes | ❖ Beverly Coleman – yes |
| ❖ Milfred Moore - yes | |

Motion carried

7. Kim Bolen-Interior Designer

- Director Berggren introduced Kim Bolen to the Board via phone. Kim gave the Board an overview of some of the changes she saw for the Adult Service's area. It was determined the Management Staff would prioritize their findings and bring to the Building, Grounds and Equipment Committee who will present to the entire Board.

8. Consideration of Financial Reports

- Trustee Moore made a motion to approve the disbursement of \$199,573.59 for August operating expenses; \$138,809.48 for payroll related expenses and \$60,764.11 for invoices. Seconded by Trustee Currin.
 - ❖ Howard Hunigan – yes
 - ❖ Jonathan Currin – yes
 - ❖ Milfred Moore - yes
 - ❖ Harold Gillis – yes
 - ❖ Beverly Coleman – yesMotion carried

9. Nikeda Webb, Youth Services Coordinator

- Nikeda gave her yearly report on the progress, the changes and the current status of her team.

Susan Fulcher and Joseph Friedman presented to the Board the VR Viewers using Google Expedition for the Board to sample; they also discussed the STEM On The Go program.

10. Director's Updates

- Director Berggren emphasized the requirements for the Per Capita Grant application for the Board members.
- She commented on the money that was raised so far for children's fines. Trustee Howard Hunigan indicated that he would write a letter to one of the larger donors thanking her/him for their service to the library.

11. Open Items

- Trustee Gillis made a motion to allow trustees to attend the ILA Annual Conference at Tinley Park at a cost not to exceed \$1,000. Seconded by Trustee Currin.

Trustee Moore motioned to change the amount of the previous motion to \$1,500 from \$1,000 to allow five trustees to attend. Roll call vote.

- ❖ Howard Hunigan – yes
- ❖ Jonathan Currin – yes
- ❖ Milfred Moore - yes
- ❖ Harold Gillis – yes
- ❖ Beverly Coleman – yes

Motion carried

12. New Business

- It was determined that the Strategic Plan would be moved to a later date.

13. Correspondence

- Trustee Moore read a thank you letter to the Matteson Area Public Library from the South Suburban Family Shelter, Inc., thanking the library for their donation to domestic violence. This was an honorarium rather than a charge by One Light Self Defense for In- Service training.
- A thank you card to the Board and library staff from Trustee Hunigan for calls, cards and fruit basket as well as the kindness displayed to him during his illness.
- A comment card for Demetria Norris, in the Computer Lab, for her personal and professional treatment of a patron.

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

- Trustee Currin reported on the Building, Grounds and Equipment Committee meeting.
 - o Building a garage for storage.
 - o Solar panels and a charging station in the courtyard.
 - o Make use of the west lot
 - o Previewed the designs submitted for Adult Service.
- Trustee Moore scheduled a Finance Committee meeting for October 1st at 6:30 to discuss the upcoming Tax Levy Request.

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

The Board meeting adjourned at 8:25 pm.

Approved by President Howard Hunigan

Minutes Prepared by, Laretta Benford
Administrative Assistant