

**Matteson Area Public Library District
Board of Trustees Meeting
Building Walk-Through
6:15 pm
October 15, 2019
7:00 p.m.**

1. Building Walk-Through was attended by Trustees Jonathan Currin, Harold Gillis, Milfred Moore, Howard Hunigan and Beverly Coleman. Also present were Director Kathy Berggren, Assistant Director Lisa Morrison-Korajczyk and Facilities Manager Lisa Fasano.
2. Call to Order
 - President Howard Hunigan called the meeting to order at 7:00 pm.
3. Roll Call

Present were Trustees Howard Hunigan, Harold Gillis, Jonathan Currin, Milfred Moore, Temitope Babayode, and Beverly Coleman. Also present were Director Kathy Berggren, Assistant Director Lisa Morrison-Korajczyk, Facilities Manager Lisa Fasano, and Administrative Assistant Laurretta Benford. Trustee Andrea Williams arrived at 7:15. Business Manager Jeanne Mueller was absent.
4. Pledge of Allegiance
5. Opportunity for Public Comment
 - No public present.
6. Consent Agenda
 - Trustee Gillis made a motion to approve the consent agenda. Seconded by Trustee Babayode. Roll call vote.
 - ❖ Howard Hunigan – yes
 - ❖ Jonathan Currin – yes
 - ❖ Milfred Moore - yes
 - ❖ Harold Gillis – yes
 - ❖ Beverly Coleman – yes
 - ❖ Temitope Babayode - yes

Motion carried
7. Lisa Fasano, Facilities Manager
 - Following the Building Walk-through, Lisa answered the Boards questions regarding her department and the day to day operations.
8. Consideration of Financial Reports
 - Trustee Moore made a motion to approve the disbursement of \$178,564.59 for September operating expenses; \$18,278 from the Insurance Fund; \$32,868.75 for invoices; \$127,417.84 for payroll related expenses. Seconded by Trustee Currin. Roll call vote.

- ❖ Howard Hunigan – yes
- ❖ Jonathan Currin – yes
- ❖ Milfred Moore - yes

- ❖ Harold Gillis – yes
- ❖ Beverly Coleman – yes
- ❖ Temitope Babayode - yes

Motion carried

9. Director's Report

- Director Berggren gave the Board a budgeting cycle color coded calendar to keep them abreast of the upcoming budgeting process.
- She mentioned that she is waiting for the draft of the audit from the Auditors.
- Informed the Board that Chicago Public Library has a 45-week loan renewal policy and a no fine policy in place.
- New laws from the State of Illinois regarding employment.
 - o Legal cannabis, if it impacts your performance at work you can be terminated.
 - o 100% of the staff have to take mandatory sexual harassment training.
 - o Must have gender neutral bathrooms.
- A scarecrow competition between departments is being done to generate funds for Disability Awareness. Public will vote for the best scarecrow.
- She reported on the Interlibrary Loan and Reciprocal Borrowing stats for FY18-19.
- Lisa Morrison-Korajczyk reported on the September 25th Community Leaders breakfast.
- Director Berggren recapped Business Manager Jeanne Mueller's account of the 5K run.

10. Open Items

- Trustee Gillis made a motion to approve the withdrawal and sale of 26 computers. Seconded by Trustee Babayode. Roll call vote.

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

Motion carried

- Trustee Hunigan wanted to address the next steps in the Strategic Plan. He indicated that instead of starting from scratch we should proceed with the old plan and incorporate any new plans.

11. New Business

- Trustee Moore made a motion to introduce and table the tax levy request for FY20-21. Seconded by Trustee Gillis. Roll call vote.
 - ❖ Howard Hunigan – yes
 - ❖ Harold Gillis – yes
 - ❖ Jonathan Currin – yes
 - ❖ Beverly Coleman – yes
 - ❖ Milfred Moore - yes
 - ❖ Temitope Babayode – yes
 - ❖ Andrea Williams - yes

Motion carried

- Director Berggren indicated the changes to the Personnel Handbook. Financial Committee should work on a policy for COBRA.

12. President's Report

- Trustee Hunigan gave a very special thank you to the Trustees who helped with the shredding and electronic disposal events.
- An incident occurred during the shredding and electronic disposal event where a patron, who was obviously entering the library through the exit, almost hit a Trustee and the Assistant Director. It was brought before the Board to get their recommendation for a policy or procedure to be put in place in case this occurs again.
- At the next meeting the Board members will get a document that will be used to identify the kind of Continuing Education training and development they have done throughout the year.

13. Correspondence

- Trustee Williams passed around a photo of Susan Fulcher and a group of children with their scarecrow puppets.
- September proclamation in support of libraries from Cook Count President Toni Preckwinkle.

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

- Trustee Babayode set a Building, Ground & Equipment meeting for October 30th at 6:00 pm. Included on the agenda will be:
 - A garage
 - New round tables
 - Carbon monoxide sensors throughout the library
 - The West Lot
 - Solar panels

- Trustee Moore scheduled a Finance Committee meeting for November 4th at 6:00 pm to discuss library policy for COBRA Insurance.
- A Committee of the Whole is scheduled to meet on October 30th at 7:30 pm.
 - o Performance Evaluation form
 - o Board By-Laws
 - o Board Policy Manual
 - o Goals

Trustee Gillis made a motion to adjourn the meeting. Seconded by Trustee Babayode. Ayes 7. Nays 0. Motion carried.

The Board meeting adjourned at 8:40 pm.

Approved by Secretary Andrea Williams

Minutes Prepared by, Laretta Benford
Administrative Assistant