

**Matteson Area Public Library District
Board of Trustees Meeting
December 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, Andrea Williams, and Beverly Coleman. Also present were Director Kathy Berggren, Business Manager Jeanne Mueller, and Administrative Assistant Laretta Benford. Trustee Milfred Moore, Jonathan Currin, and Temitope Babayode 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 Coleman. Roll call vote.
 - ❖ Howard Hunigan – yes
 - ❖ Harold Gillis – yes
 - ❖ Beverly Coleman – yes
 - ❖ Andrea Williams - yes

Motion carried

6. Consideration of Financial Reports
 - Trustee Coleman made a motion to approve the disbursement of \$243,519.40 for November operating expenses; \$38,169.37 for invoices; \$205,350.03 for payroll related expenses. Seconded by Trustee Gillis. Roll call vote.
 - ❖ Howard Hunigan – yes
 - ❖ Harold Gillis – yes
 - ❖ Beverly Coleman – yes
 - ❖ Andrea Williams - yes

Motion carried

7. Director's Report
 - Director Berggren reported that she is finalizing the requirements for the Per Capita Grant. The requirements are from the Standards and Trustee Facts File 4th Edition.

 - Lisa Fasano has contracted with a company that will be converting our parking lot lights to LED lights.

- Adult Service departmental report will be presented in January.

8. Open Items

- Trustee Gillis made a motion to change Article VI, Section 1 of the Board of Library Trustees By-Laws from: "*The President may appoint committees consisting of three (3) or more Trustees as members thereof. The President and Library Director are ex-officio of all committees, and shall not have any vote as ex-officio members.* To read as follows: *The President may appoint committees consisting of two (2) Trustees as members thereof. The President is an ex-officio voting member of all committees. The Library Director is an ex-officio member of all committees and shall not have any vote as ex-officio member.* Seconded by Trustee Coleman. Roll call vote.

- ❖ Howard Hunigan – yes
- ❖ Harold Gillis – yes
- ❖ Beverly Coleman – yes
- ❖ Andrea Williams - yes

Motion carried

- Trustee Williams made a motion to approve the following COBRA policy for the Personnel Handbook. *All insurance will cease with the termination of employment. However, eligible employees can convert a group health and life insurance policy to an individual policy after separation for a period of six months at the sole premium cost of the employee pursuant to COBRA.* Seconded by Trustee Coleman. Roll call vote.

- ❖ Howard Hunigan – yes
- ❖ Harold Gillis – yes
- ❖ Beverly Coleman – yes
- ❖ Andrea Williams – yes

Motion carried

9. New Business

- No new business introduced.

10. President's Report

- Trustee Hunigan reminded the Board of the holiday dinner on Friday, December 13 at Glenwood Oaks Restaurant at 6:00 pm.

11. Correspondence

- Trustee Williams read a comment card from Vicki Reed thanking Maria and Daniel for assisting her.
- A thank you card from Citizens Utility Board to Laretta Benford for helping them with the meeting room reservations.
- An email from Heidi Knuth to Susan Fulcher providing her with a platform to showcase her puppets at Reaching Forward in the Ignite format.

- A letter from Cynthia Robinson informing Maria, Tiffany, and Alicia that they will be presenting Building Connections: How to Host a Library Comic-Con with Little to No Budget at the 2020 Reaching Forward Conference.

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

- Director Berggren reported on the Building, Grounds and Equipment committee meeting. She indicated that projects for the next six months are as follows:
 - o Window replaced
 - o Enclose under the steps on the basement level to create space for Library of Things.
 - o Awning over the back door
 - o Outdoor signage for the parking lot
 - o LED lighting for the parking lot
 - o New tables and chairs for A/B
 - o New chairs for the Adult Services and the computer training room
- Trustee Hunigan suggested that Director Berggren get dollar amounts for some of the other upcoming projects.
- Finance Committee will bring an amount to the full Board in February. The following are upcoming projects.
 - o Adult Service remodel
 - o Garage
 - o Solar panels
 - o Art work
 - o New elevator
 - o Update boilers
 - o Hire landscape designer for the west lot
- Trustee Hunigan reminded the Board that the calendar that was passed out at the last meeting would be changing perhaps every month.
- Trustee Hunigan also thanked the Board for all that they do.

Trustee Gillis made a motion to adjourn the meeting. Seconded by Trustee Coleman. Ayes 4. Nays 0. Motion carried.

The Board meeting adjourned at 7:58 pm.

Approved by Secretary Andrea Williams

Minutes Prepared by, Laretta Benford
Administrative Assistant