

**Matteson Area Public Library District
Board of Trustees Meeting
November 12, 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, Temitope Babayode, Andrea Williams, and Beverly Coleman. Also present were Director Kathy Berggren, Assistant Director Lisa Morrison-Korajczyk, Business Manager Jeanne Mueller, Customer Service Coordinator Thom Webb, Carmen Forte Attorney for Klein, Thorpe and Jenkins, and Administrative Assistant Laretta Benford.

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 Babayode. Roll call vote.

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

Motion carried

6. Carmen Forte, Klein, Thorpe and Jenkins

- Some of the issues Carmen Forte discussed:
 - Recreational cannabis in the workplace
 - Minimum wage threshold
 - Time keeping requirements
 - Equal pay act
 - Workplace transparency act
 - Sexual harassment training
 - Gender neutral washrooms
 - Illinois Human Rights Act
 - Artificial Intelligence Act

- Director Berggren wanted to know about the Impact Fees and how to deal with them going forward.

- Concerning closed minutes, once the written minutes are prepared and approved the recorded minutes can be destroyed within 18 months. Prepared and approved closed session minutes have to be opened in closed session.
- If Trustees are teleconferenced in to a Board meeting, the agenda needs to reflect that 48 hours in advance.

7. Thom Webb, Customer Service Coordinator

- Thom gave his annual report on his department.

8. Consideration of Financial Reports

- Trustee Moore made a motion to approve the disbursement of \$287,976.42 for October operating expenses; \$23,545.46 for Special Reserve; \$5,900 for the Audit; \$74,243.48 for invoices; \$184,287.48 for payroll related expenses. 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

- The Finance Committee suggested reviewing the investment policy and buying certificates of deposit.

9. Director's Report

- Director Berggren discussed the tax levy request and the changes to be made in the special funds.
- COBRA Insurance sample

10. Open Items

- Trustee Moore made a motion to remove from the table and approve the tax levy request for FY20-21 with updated division of the total requested levy. 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 Babayode made a motion to approve the updates to the Personnel Handbook to incorporate the changes in the Federal and State Labor Laws. Seconded by Trustee Currin. 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 Gillis made a motion to change Article V, Section 3 F of the Board of Library Trustees By-Laws from the President is an ex-officio member of all committees, to read: The President is a voting member of all committees. 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

11. New Business

- No new business introduced.

12. President's Report

- Trustee Hunigan asked about the Trustee holiday dinner; December 13th at 6:00 pm was chosen.
- Suggestions for the Board agendas (handout attached).
- Goals, objectives and Strategic Planning will be scheduled for another meeting.
- Certificate to be given to Board member as they complete trainings or workshops.
- Reviewing Board policy manual; one to two chapters to be done per Board meeting.
- If anything unforeseen happens at the library, and if the press or media is involved, they should talk to only the President of the Board. One voice only.

13. Correspondence

- Trustee Williams read a report from Unique regarding the cumulative recovery efforts to date for the overdue items and unpaid fines.
- Email from Susan Fulcher to Director Berggren regarding men reading books to the kids at School District 159 and 162.
- A letter from Linda Green the winner of September Library Card contest at Arcadia School.

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

- Trustee Babayode set a Building, Grounds & Equipment meeting for December 5th at 6:00 pm. Some items for the agenda will be:
 - o Garage
 - o Boilers

- Finance & Insurance Committee meeting will be scheduled for January.

- Personnel & Policy Committee meetings should be Committee of the Whole and a meeting would be scheduled for January.

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

The Board meeting adjourned at 9:20 pm.

Approved by Secretary Andrea Williams

Minutes Prepared by, Laretta Benford
Administrative Assistant