

**Matteson Area Public Library District
Board of Trustees Meeting
January 14, 2020
7:00 p.m.**

President Hunigan asked the Board for a moment of silence in memory of a former Board Trustee member Leana Page, who died on January 11, 2020.

1. Call to Order

- President Howard Hunigan called the meeting to order at 7:10 pm.

2. Roll Call

Present were Trustees Howard Hunigan, Harold Gillis, Andrea Williams, Jonathan Currin, and Temitope Babayode. Also present were Brett Moeller from O'Neill & Gaspardo Accountants, Director Kathy Berggren, Assistant Director Lisa Korajczyk, Business Manager Jeanne Mueller, and Administrative Assistant Laretta Benford. Trustee Beverly Coleman was absent. Trustee Milfred Moore arrived at 7:20 pm.

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 |
| ❖ Temitope Babayode – yes | ❖ Andrea Williams – yes |
| | ❖ Jonathan Currin – yes |

Motion carried

6. Brett Moeller, O'Neill & Gaspardo Accountants

- Brett Moeller gave a summary of the audit report for FY18-19.

7. Consideration of Financial Reports

- Trustee Moore made a motion to approve \$4,000 from the Audit Fund; \$38,721.16 for operating invoices, and \$132,885.25 for payroll related expenses, for a total disbursement of \$175,606.41 for December, 2019. Seconded by Trustee Williams. Roll call vote.

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

Motion carried

8. Director's Report

- Director Berggren reported on the results of her findings from the projects she and the Building, Grounds and Equipment Committee have been working on.
 - o Contacted the State Fire Marshall regarding the local and or state ordinances for carbon monoxide detectors.
 - o The library had its annual inspection for the elevator. Still contacting companies for an estimate on a new elevator.
 - o Made contact with the roofing company regarding the awning for the back door.
 - o The parking lot lights are ready to be installed.
 - o The new tables and chairs have been ordered.
 - o Working on indoor lighting solutions for Adult Services.
 - o New Illinois Library Law book is in production and the Standards from ILA are being revised.

9. Open Items

- Trustee Williams made a motion to change the wording on the agenda to read desk top computers as opposed to laptops. Seconded by Trustee Moore. Motion carried. Roll call vote.
 - ❖ Howard Hunigan – yes
 - ❖ Jonathan Currin – yes
 - ❖ Temitope Babayode - yes
 - ❖ Harold Gillis – yes
 - ❖ Andrea Williams – yes
 - ❖ Milfred Moore - yesMotion carried

- Trustee Gillis made a motion to approve the disbursements of seven folding tables from meeting room C. Seconded by Trustee Moore. Roll call vote.
 - ❖ Howard Hunigan – yes
 - ❖ Jonathan Currin – yes
 - ❖ Temitope Babayode – yes
 - ❖ Harold Gillis – yes
 - ❖ Andrea Williams – yes
 - ❖ Milfred Moore - yesMotion carried

- Trustee Gillis made a motion to introduce and table Chapter 1 of the General Policy Manual for review and updates. Seconded by Trustee Williams. Roll call vote.
 - ❖ Howard Hunigan – yes
 - ❖ Jonathan Currin – yes
 - ❖ Temitope Babayode – yes
 - ❖ Harold Gillis – yes
 - ❖ Andrea Williams – yes
 - ❖ Milfred Moore - yesMotion carried

- Trustee Williams made a motion to introduce and table Chapter 1 of the Board Policy Manual. Seconded by Trustee Gillis. Roll call vote.
 - ❖ Howard Hunigan – yes
 - ❖ Jonathan Currin – yes
 - ❖ Harold Gillis – yes
 - ❖ Andrea Williams – yes

❖ Temitope Babayode – yes

❖ Milfred Moore - yes

Motion carried

10. New Business

- No new business introduced.

11. President's Report

- Trustee Hunigan would like to schedule a retreat. Some of the pertinent topics will be as follows:
 - o Long term future of the library; the West lot and what are the plans for it based on the expected population.
 - o Library of things and space requirements.
 - o It was determined that Saturday, February 29th off-site is the best route to take. We will find a location and discuss topics, and times at the next meeting.

12. Correspondence

- Com Ed approved a grant for the outside LED lights in the amount of \$1,520.

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

- Trustee Babayode reported on the topics from the Building, Grounds, & Equipment meeting. The list was prioritized with critical items first.

Trustee Babayode scheduled a Building, Grounds, & Equipment meeting for February 4th at 6:00 pm.

- Trustee Moore scheduled a Finance Committee meeting for January 29th at 6:30 pm.
- Trustee Williams noted that she would not schedule a Personnel & Policy Committee meeting until after the Board retreat.
- Trustee Gillis discussed the Trustee Forum in Springfield.
- Trustee Hunigan wanted to know if there are guidelines for how many conferences you could attend in a year. Trustee Hunigan concluded that since no policy is in place at the present, Trustees are permitted to attend conferences and workshops.

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

The Board meeting adjourned at 8:40 pm.

Approved by Secretary Andrea Williams

Minutes Prepared by, Laretta Benford
Administrative Assistant