

**Matteson Area Public Library District
Board of Trustees
July 14, 2020
7:00 pm**

I. Call to Order

- President Hunigan called the meeting to order at 7:00 pm.

II. Roll Call

- Present were Trustees Howard Hunigan, Harold Gillis, Milfred Moore, Beverly Coleman, Andrea Williams, Jonathan Currin, and Temitope Babayode. Also present were Director Kathy Berggren, Assistant Director Lisa Korajczyk, Business Manager Jeanne Mueller, and Administrative Assistant Laretta Benford.

III. Pledge of Allegiance

IV. Opportunity for Public Comment

- No public present.

V. Consent Agenda

- Trustee Moore made a motion to approve the consent agenda. Seconded by Trustee Babayode. Trustee Moore requested removal of item B from the consent agenda. Trustee Gillis requested items G, I, J, K be removed from the consent agenda. Roll call vote on the remaining items, A, D, E, F, and H. Motion carried.

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

Motion carried.

VI. Items Removed from the Consent Agenda

- Trustee Moore made a motion to remove item B from the consent agenda: Approval of minutes for the regular Board meeting of June 9, 2020. It was removed because under the President's report regarding committees it did not include the names of each committee member. He requested those minutes be corrected to read: Building, Grounds and Equipment; Temitope Babayode, chairperson, Harold Gillis and Jonathan Currin. Finance and Insurance; Milfred Moore, chairperson, Beverly Coleman and Jonathan Currin. Personnel and Policy; Andrea Williams, chairperson, Beverly Coleman and Harold Gillis. Seconded by Trustee Coleman. Roll call vote.

❖ Howard Hunigan-yes	❖ Harold Gillis-yes
❖ Milfred Moore-yes	❖ Beverly Coleman-yes

❖ Jonathan Currin-yes	❖ Andrea Williams-yes
❖ Temitope Babayode - yes	

Motion carried

- Trustee Gillis made a motion to remove item G from the consent agenda. He requested that item G be explained as to what the resolution is intended for. Approval of Resolution #71420-03 authorizing Emergency Cash Fund. This is a yearly Resolution to authorize a cash fund in order to have funds available when tax receipts are late. Seconded by Trustee Babayode. Roll call vote.

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

Motion carried.

- Trustee Gillis made a motion to remove item I from the consent agenda. He requested that item I be explained; Special Reserve. It was explained that it was left over funds after all bills are paid. Used to serve as a means to provide financing for the upkeep, maintenance, and expansion of the library's buildings and grounds. Seconded by Trustee Currin. Roll call.

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

Motion carried.

- Trustee Gillis made a motion to remove from the consent agenda items J & K to change the wording from Motion to transfer interest from the Corporate Operating Fund to the Equipment Fund during FY20-21 and Motion to set the Per Diem Allowance for FY20-21 in compliance with the current IRS approved levels for the Chicago Metropolitan Area, to approval of resolution to transfer interest from the Corporate Operating Fund to the Equipment Fund during FY20-21 and approval of resolution to set the Per Diem Allowance for FY20-21 in compliance with the current IRS approved levels for the Chicago Metropolitan Area. Seconded by Trustee Coleman. Roll call vote.

❖ Howard Hunigan-yes	❖ Harold Gillis-yes
❖ Milfred Moore-yes	❖ Beverly Coleman-yes

❖ Jonathan Currin-yes	❖ Andrea Williams-yes
❖ Temitope Babayode - yes	

Motion carried.

VII. Consideration of Financial Reports and Related Financial Concerns

- Trustee Moore made a motion to approve June disbursements of \$53,316.25 for operating invoices, and \$166,634.60 for payroll related expenses, for a total disbursement of \$219,950.85. Seconded by Trustee Gillis. Roll call vote.

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

Motion carried.

- Trustee Moore made a motion to introduce and table the Budget and Appropriations for FY20-21 until the August 18 meeting. Seconded by Trustee Currin. Roll call vote.

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

Motion carried.

- Business Manager Jeanne Mueller explained the Federal and State Governments were picking up 50% each of the unemployment costs for the library.

VIII. Director's Report

- Director Berggren discussed the Phases of the library reopening. She reported that July 20th would be a possible date to reopen to the public with restrictions. Opening by appointment only. All personal protection equipment is in place.
- When we opened up and got the van delivery from other libraries we shipped out 1,100 items in reciprocal borrowing in one day. Kudos to my staff.
- Nikeda Webb received the PNG Grant for FY21; we are researching how it can be disbursed under the pandemic restrictions.

- The public is not aware of what the Phases of the library are and what the criteria is for the reopening of the library.
- Moving forward on our WIFI network replacement. We need to run new cables, switches, etc. at a cost of over \$55,000. Legally we don't have to go out to bid so we are planning to move ahead with this project.

IX. President's Report

- President Hunigan appointed Trustee Gillis to audit the secretary minutes and treasurer's reports.
- He reported on the Board's development plan and would like to convene a committee to look at best practices from other Boards.
- He asked that all tentative committee meeting dates be brought to the next Board meeting.
- New Trustee orientation and development outline is in Section 2.10 of the Board policy manual.

X. Open Items

- Trustee Hunigan went over some of the Board Policy changes.
- Trustee Gillis made a motion to re-address the vacation/personal days suspension policy. Seconded by Trustee Babayode. Roll call vote.

❖ Howard Hunigan-yes	❖ Harold Gillis-abstain
❖ Milfred Moore-yes	❖ Beverly Coleman-no
❖ Jonathan Currin-yes	❖ Andrea Williams-yes
❖ Temitope Babayode - yes	

Motion carried.

XI. New Business

Trustee Moore made a motion to introduce and table Section 4.9, Telecommuting Policy and Procedures, for the Personnel Handbook. Seconded by Trustee Gillis. Roll call vote.

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

Motion carried

XII. Correspondence

- Trustee Williams remarked on a letter sent from the Secretary of State regarding the PNG grant for \$18,500 that Nikeda Webb received.
- She read a card from the Matteson Staff to the Board of Trustees thanking them for “allowing staff to remain on the payroll” while the library was closed.

XIII. Comments by Library Officials, Trustee Committee Oral Reports, and setting any future meeting dates

- Trustee Williams briefed the Board on the highlights of the Personnel Committee: Board policy, process in place for the Director position evaluation, and goals and objectives. The next steps will be to review other sections of the Board policy.
- Trustee Moore set up a meeting for the Finance Committee for 6:30 on August 6. The agenda will be electronic check signing procedures, collection write-off and any questions that might arise prior to the Budget and Appropriations meeting.
- Trustee Babayode set a Building, Grounds and Equipment meeting for July 23rd at 6:00 pm.
- Trustee Gillis indicated that the Rotary Club is looking for a new meeting place. In the meantime, they are holding meetings using Zoom.
- Trustee Gillis made a motion to go into closed session under Section 2 (c) (1) of the Open Meetings Act for the purpose of discussing the appointment, employment, compensation, performance, or dismissal of specific employees of the public body. Seconded by Trustee Currin. Roll call vote.

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

Motion carried

The Board went into closed session at 8:25 pm.

The Board reconvened at 9:34 pm.

The Board meeting adjourned at 9:35 pm.

Andrea Williams, Board Secretary

Lauretta Benford, Administrative Assistant