

**Matteson Area Public Library District  
Board of Trustees  
August 18, 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 Gillis made a motion to approve the consent agenda. Seconded by Trustee Babayode. It was requested that item A be removed from the consent agenda. As well as items A and B under Open Items. 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.

VI. Items Removed from the Consent Agenda

- Trustee Hunigan removed item A from the consent agenda for a change to the agenda to occur; under Open items #A, motion to approve the updated Board Policy Manual, there are still corrections to be made to the document before it can be approved. Item B, motion to approve Section 4.9 Telecommuting Policy and Procedure for the Personnel Handbook, Trustee Hunigan indicated that the Board does not have to approve personnel policy and procedures. He is requesting that a minor change occur to include any personnel policy that has financial implications need Board approval. Additionally, he asked that item XIV, motion be go into closed session be removed.

Trustee Moore made a motion to adjust the consent agenda. 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 July disbursements of \$68,931.21 for operating invoices, and \$129,658.40 for payroll related expenses, for a total disbursement of \$198,589.61. 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.

- Trustee Moore made a motion to remove from the table and approve the Budget and Appropriations for FY20-21. 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.

VIII. Director's Report

- Director Berggren went over the IPLAR report breakdown.
- Confirming the budget for Adult Services Area remodel, WiFi replacement, and other equipment and furnishings, the Board has previously discussed a budget of \$300,000 for the Adult Service area, \$14,000 plus for filming and tutorial equipment and, WiFi, switches and cabling \$55,000. Will need to raise the budget from \$300,000 to \$400,000 or more to also cover building permits.

No idea what the building permit is going to cost at this time.

Would like Building, Grounds and Equipment to call a meeting to talk to the architects.

- Annual Building Walk-Through was scheduled for September 15<sup>th</sup> at the beginning of the Board meeting. Recommendation was made to switch it and save the walk-through until later.

IX. President's Report

- Moving forward on rewriting Board Policy Manual.

X. Open Items

- Trustee Gillis made a motion to approve for submission the Illinois Public Library Annual Report to the Illinois State Library. 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.

- Finance Committee motioned to approve the purchase of liability insurance for \$26,910 through Cook & Kocher Insurance Group. 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.

XI. New Business

- Trustee Moore made a motion to approve Resolution 081820-01 approving architectural services. Seconded by Trustee Currin. Roll call vote.

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

Motion carried.

XII. Correspondence

- There was no correspondence.

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

- Personnel committee still finalizing the Director's job description, no meeting is being scheduled at this time.
- Trustee Moore said Finance Committee was not moving forward with the electronic check signing options at this time.

Recommended level for the write-off of unpaid fines and debts was \$300.

The fines for unpaid property tax deadline was pushed back by 2 months. A Finance and Insurance committee meeting is being scheduled for September 10 at 6:00 pm to discuss the electronic check signing.

- Building, Grounds and Equipment Committee at the July 23 meeting reviewed projects from last fiscal year. This year several projects are being looked at including Wi-Fi network and media studio equipment for tutorials.

August 27 a Building, Grounds and Equipment Committee has been scheduled for 6:00 pm. Topics for discussion will be 2020-2021 Projects; Wi-Fi, media studio equipment.

A Committee of the Whole meeting is being scheduled for September 3 at 6:00. If the architects can make that date.

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

The Board meeting adjourned at 8:10 pm.

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Andrea Williams, Board Secretary

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Lauretta Benford, Administrative Assistant