

Matteson Area Public Library District
Board of Trustees
December 15, 2020
Via Zoom
7:00 pm

I. Call to Order

- President Howard Hunigan called the meeting to order at 7:05 pm.

II. Roll Call

- Trustees Howard Hunigan, Milfred Moore, Harold Gillis, Beverly Coleman, Andrea Williams, Jonathan Currin, and Temitope Babayode. Also present were Director Kathy Berggren, Assistant Director Lisa Korajczyk, Business Manager Jeanne Mueller, O'Neill & Gaspardo Auditor Brett Moeller and Administrative Assistant Lauretta 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 Hunigan asked to remove from the consent agenda item XV motion to enter into closed session.
- Trustee Moore made a motion to amend the motion to approve the consent agenda. Seconded by Trustee Williams. Roll call vote.

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

Motion carried.

VI. Items Removed from the Consent Agenda

Item # XV Motion to go into closed session under Section 2 (c) (1) of the Open Meetings Act for the consideration of employment and performance of specific employees was removed from the consent agenda.

VII. Consideration of Financial Reports and Related Financial Concerns

- Trustee Moore made a motion to approve November disbursements of \$52,045.73 for operating invoices, and \$135,336.29 for payroll related expenses, for a total disbursement of \$187,382.02. Seconded by Trustee Babayode. Roll call vote.

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

Motion carried.

- The first payment to the architect has been made. Trustee Hunigan indicated that he would like to have a binder created to house all receipts from the lighting project.

VIII. Brett Moeller, Auditor O'Neill and Gaspardo

- Brett Moeller gave his annual financial report. He also briefed the Board on the pros and cons of electronic bill pay and e-checks.

IX. Director's Report

- The library received the Per Capita Grant application form last month. Application process has changed significantly. You now have to report on all chapters of Serving Our Public 4.0.
- Andy Murgas received a grant for \$10,000. Lisa Korajczyk and Nikeda Webb did not get approved for the grant they applied for because it ran out of money because so many people had applied.

Jeanne Mueller applied for a grant from FEMA.

- Waiting for word from the Village on the Building Permit application.
- So far six staff people have been victims of false claims for unemployment insurance. We are contesting the false claims by sending a letter to IDES.

X. President's Report

- Going through some of the chapters from the Standards for Illinois Libraries; specifically, today we are looking at the Governance and Administrative check list.

XI. Open Items

- Trustee Babayode made a motion to remove from the table and approve Ordinance 4-1964-2122-0001, the Tax Levy Request for FY2021-2022. Seconded by Trustee Moore. 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. New Business

- Trustee Moore made a motion to remove from the library's inventory and discard the remains of four laptops and three desktops that have been used for parts. Seconded by Trustee Williams. 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.

XIII. Correspondence

- Trustee Williams indicated that a letter was received from the Secretary of State regarding the grant that Lisa K. and Nikeda W. applied for but the grant had been denied due to lack of funds.

XIV. Comments by Library Officials, Trustee Committee Oral Reports, and Setting any Future Meeting Dates

- Trustee Babayode would like to set up a Building, Grounds & Equipment committee meeting the 2nd week of January. Hoping to have the permits by then for the lighting project.
- Trustee Moore indicated that the only thing on the agenda for the Finance Committee is the e-check request that will be brought before the Committee of the Whole.
- Trustee Williams said Personnel Committee meetings are on hold for now. They will schedule some upcoming meetings to work with the staff on the General Policy Manual.

- Trustee Gillis noted that the Rotary donated \$50 gift cards to recent fire victims in Richton Park.

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

The Board meeting adjourned at 8:00 pm.

Approved by Trustee Andrea Williams, Secretary

Lauretta Benford, Adm. Ass't