

**Matteson Area Public Library District  
Board of Trustees  
January 19, 2021  
7:00 pm**

I. Call to Order

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

II. Roll Call

- Trustees Howard Hunigan, Harold Gillis, Andrea Williams, Jonathan Currin. Also present were Director Kathy Berggren, Assistant Director Lisa Korajczyk, and Administrative Assistant Lauretta. Trustees Beverly Coleman, Temitope Babayode (connected at 7:10), and Business Manager Jeanne Mueller were present via Zoom conferencing. Trustee Milfred Moore was absent.

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 Currin. Roll call vote.

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|-----------------------|------------------------|
| ❖ Harold Gillis-yes   | ❖ Beverly Coleman-yes  |
| ❖ Jonathan Currin-yes | ❖ Andrea Williams-yes  |
|                       | ❖ Howard Hunigan – yes |

Motion carried.

VI. Consideration of Financial Reports and Related Financial Concerns

- Trustee Currin made a motion to approve December disbursements of \$40,995.92 for operating invoices, and \$131,366.18 for payroll related expenses, for a total disbursement of \$172,362.10. Seconded by Trustee Williams.
- Trustee Hunigan reported that in the packet is a reminder sheet that contains accounts that we have in the bank; payroll, operating checking and cash fund. He indicated that it is a good idea to bring this form with you to every Board meeting. Roll call vote.

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| ❖ Temitope Babayode - yes | ❖ Harold Gillis-yes   |
| ❖ Howard Hunigan – yes    | ❖ Beverly Coleman-yes |

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| ❖ Jonathan Currin-yes | ❖ Andrea Williams-yes |
|-----------------------|-----------------------|

Motion carried.

VII. Directors Report

- Director Berggren reported on the services provided by the staff while on pandemic shut down.
- The SWAN budget meeting will be in March.
- The General Policy Manual has been updated by Lisa K. and I. You can get a hard copy and/or an electronic copy.
- Trustees Hunigan, Babayode, Gillis, and Coleman would like hard copies; Trustees William and Currin would like electronic copies.

VIII. President's Report

- Review the Chapters on Serving Our Public, at our next meeting we will discuss any issues or questions you might have.

Director Berggren will send out the remaining Chapters to be reviewed for the Per Capita Grant.

- Most of the strategic plan was related to the Covid Pandemic. In order to make the document a living document it was suggested that we hold off any changes to begin in 2022-2024, hopefully when things have returned to normal and get the community and Board more involved.
- With respect to the eight bid packages received, personnel from the Gilbane Building Company reviewed the bids with Straub Builders Inc. and Eco Lighting Services and Technology LLC and confirmed that they understand the scope, schedule, and requirements of the work. They recommend the approval of these bids as the lowest responsible bids.
- Review of the financial reminder sheet.

IX. New Business

- Trustee Currin speaking on behalf of the Building, Grounds and Equipment Committee, moved to recommend the award of contracts to Straub Builders, Inc. for general trades work at a cost of \$69,450; and, to Eco Lighting Services and Technology, LLC, for electrical work at a cost of \$110,292. Roll call vote.

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

Motion carried.

- Trustee Babayode stated that the project could start as early as April.

X. Open Items

- Trustee Babayode made a motion to approve the Annual Financial Statement for FY2019-2020. Seconded by Trustee Williams. Roll call vote

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

Motion carried.

XI. Correspondence

- Trustee Williams read a letter from Senator Hastings congratulating the library for receiving the Project Next Generation grant of \$18,500.
- A letter from the attorney regarding a PTAB appeal.
- Trustee Williams reported on the positive comments from the various social media outlets.

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

- Trustee Williams will schedule a Personnel Committee the first week of February.
- Trustee Babayode will schedule a Building, Grounds and Equipment Committee in March.

Trustee Williams made a motion to enter into closed session under Section 2 (c) (1) of the Open Meetings Act for the consideration of employment and performance of specific employees. Seconded by Trustee Gillis.

The Board went into closed session at 7:50 pm.

The Board reconvened at 8:10 pm.

XIII. Final Thoughts

- Trustee Williams inquired why our library is open on Martin Luther King Day. Director Berggren noted that by Board policy the staff have nine designated paid holidays and one floating holiday. The staff picked their floating holiday as the day after Thanksgiving. The Board indicated that they would look into the holidays in July.

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

The Board meeting adjourned at 8:15 pm.

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Approved by Trustee Andrea Williams, Secretary

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Lauretta Benford, Adm. Ass't