

**Matteson Area Public Library District
Board of Trustees
February 9, 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, and Jonathan Currin. Also present were Director Kathy Berggren, Assistant Director Lisa Korajczyk, Business Manager Jeanne Mueller, and Administrative Assistant Laurreta. Trustees Beverly Coleman, Temitope Babayode, and Youth Service Manager Nikeda Webb were present via Zoom conferencing. Trustee Andrea Williams joined via Zoom at 7:10 pm. 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.

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

Motion carried.

VI. Consideration of Financial Reports and Related Financial Concerns

- Trustee Currin made a motion to approve January disbursements of \$46,957.91 for operating invoices, and \$123,275.31 for payroll related expenses, for a total disbursement of \$170,233.22. Seconded by Coleman. Roll call vote.

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

Motion carried.

- Director Berggren reported that she was working on soliciting bids from Auditors. She indicated that she had found some within 25 miles of the library. The Board would like for her to extend her range, even if they are outside of the 25-mile radius. Director Berggren wants to have this done and contracts signed by May.
- It was determined that the proposed pay raises for active staff, to be effective March 1, will go to the Finance Committee for further discussion.

VII. Directors Report

- Director Berggren briefed the Board on the grants the library has been working on.
 1. Digital network grant for \$10,000 for WIFI replacement and computer related upgrades.
 2. The FEMA grant is a slow process and Jeanne Mueller has been working on it for the last three months.
- Attended the virtual Legislative meet up, which is normally held in Tinley Park.
- The library lobby is now open for notaries, passports, faxing, computer use, and copying. Only four people are allowed in the building at one time and only in the lobby area.
- General Policy Manual chapters 8-11 will be in your packet for next month. Hard copies will be in the Board room.
- There is a damaged motor starter on the main air handler that will need to be replaced. It is needed for the heat in the building. It will be three weeks before a replacement part will arrive.

VIII. President's Report

- President Hunigan touched on Serving Our Public. He indicated that our library is on point and doing most of the things contained in the book.
- In regards to the strategic plan, we would like a committee of community members to work on the document along with staff.

IX. New Business

- Lisa K. attended the SWAN committee of the whole meeting.
 - They are receiving less money from the RAILS grant and are implementing a 2% library fee for next year.

X. Correspondence

- Trustee Williams read a letter from FEMA regarding the library's eligibility for the FEMA grant.

- A letter from Klein, Thorpe & Jenkins regarding the PTAB appeal.
- A letter from Amy Sanderson, a patron, thanking the library staff for staying open for curbside pick-up during the pandemic.
- An anonymous note from a patron saying how awesome the library staff is.
- Approved of the social media posts that was submitted by the Adult service team.

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

- Trustee Coleman scheduled a Finance Committee meeting for February 17 at 6:00 pm. to discuss pay raise for active staff.
- Trustee Williams scheduled a Personnel and Policy Committee meeting on February 23 at 4:00 pm to discuss the update for midpoint review of the Director and review the succession plan.
- Trustee Babayode scheduled a Building, Grounds and Equipment Committee meeting for March 4 at 6:30 pm to discuss the construction project update.
- Trustee Williams made a motion to go into closed session under Section 2 (c) (21) of the Open Meetings Act for the semi-annual review of the previously closed minutes as mandated by Section 2.06 of the Open Meetings Act. Seconded by Trustee Gillis. Roll call vote.

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

Motion carried.

The Board went into closed session at 8:30 pm.

The Board reconvened at 8:35 pm.

XII. Final Thoughts

- Trustee Hunigan made a motion regarding the recommendation from the closed session not to open the closed minutes. Seconded by Trustee Gillis. Roll call vote.

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

Motion carried.

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

The Board meeting adjourned at 8:40 pm.

Approved by Trustee Andrea Williams, Secretary

Lauretta Benford, Adm. Ass't