

**Matteson Area Public Library District
Board of Trustees
April 13, 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, Beverly Coleman, Andrea Williams, Milfred Moore, Harold Gillis, Temitope Babayode, and Jonathan Currin. 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 Coleman made a motion to approve the consent agenda. Seconded by Trustee Babayode.

Trustee Moore asked to have item B removed from the consent agenda; approval of minutes for the regular board meeting of March 9, 2021. Roll call vote.

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

Motion carried.

VI. Items Removed from the Consent Agenda

- Trustee Moore made a motion to approve the consent agenda with an adjustment. He suggested going forward that all balances from restricted and non-restricted accounts be listed in the minutes under financials. Seconded by Trustee Williams. Roll call vote.

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

❖ Andrea Williams - yes	
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Motion carried.

VII. Consideration of Financial Reports and Related Financial Concerns

- Trustee Moore made a motion to approve March disbursements of \$55,458.65 for operating invoices, and \$127,105.84 for payroll related expenses, for a total disbursement of \$182,564.49. Seconded by Trustee Currin. Roll call vote.

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

Motion carried.

- Balance in restricted account \$2,331,731.16; unrestricted \$1,356,725.91 for a total of 3,688,457.07.

VIII. Directors Report

- Director Berggren had Chad Taylor, Project Manager, brief the Board via telephone on where the lighting project stood, some issues that arose, and a time frame for completion.
- Director Berggren indicated that she invited furloughed employees to return to work. Only four of the remaining part time employees chose not to return.

The library is moving from being open 42 hours a week to 55 hours a week for the month of April at least.

- National Library Week was last week and the library provided lunch all week for the staff at MAPLD.

IX. President’s Report

- Trustee Hunigan reminded the Board members of their Statement of Economic Interest which is due by the end of the month.
- Trustee Hunigan is scheduling a special board meeting on Tuesday, April 20 at 6:30 to discuss pay raises for the staff.
- There will be a vacancy on the Board due to Milfred Moore leaving. The spot should be filled by the May Board meeting.

Candidates will be interviewed in May.

- ATLAS' Trustee Day May 22, 2021.

X. Open Items

- Trustee Babayode made a motion to approve the general policy manual. Seconded by Trustee Williams. The binder will be located next to the Trustee mailboxes in the Board room. Roll call vote.

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

Motion carried.

- Trustee Gillis made a motion to approve the job description for the library director. Seconded by Trustee Coleman. Roll call vote.

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

- The motion was amended to allow for the replacement of the word “securities” to the job description.

Motion carried.

XI. New Business

- There was no new business.

XII. Correspondence

- Trustee Williams read a thank you from Rich Township for the library’s donation of two car loads of food.
- A letter from Klein, Thorpe & Jenkins regarding the PTAB for Sears Auto; they advised we not intervene.

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

- Trustee Babayode will schedule a meeting to inspect the WI-FI project in May prior to the start of the Board meeting. Also the lighting project updates will be addressed at that meeting.

- Trustee Moore scheduled a Finance Committee meeting for May 6 at 5:30 pm to discuss the update of the budget.
- Trustee Williams will schedule a Personnel and Policy meeting at a later date.

XIV. Trustee Coleman made a motion to go into closed session under section 2 (c)(1) of the Open Meetings act for “The appointment, employment, compensation, discipline, performance, or dismissal of specific employees” 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
❖ Milfred Moore – yes	

Motion carried.

The Board went into closed session at 8:17 pm.

The Board reconvened at 10:00 pm.

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

The Board meeting adjourned at 10:06 pm.

Approved by Trustee Andrea Williams, Secretary

Lauretta Benford, Adm. Ass't