

**Matteson Area Public Library District
Board of Trustees
Meeting Minutes
July 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, Harold Gillis, Temitope Babayode, Donna Brumfield and Jonathan Currin. Also present were Interim 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 Babayode made a motion to approve the consent agenda. Seconded by Trustee Brumfield. Item C was removed from the consent agenda. Consent agenda Items approved are A, B and D. Roll call vote.

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

Motion carried.

VI. Items Removed from the Consent Agenda

- Revise copy of June 26, 2021 minutes to include vacation payout for Director and a dollar amount for the Interim Director’s salary and her name should have been included in the minutes. Roll call vote.

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

Motion carried.

VII. Consideration of Financial Reports and related Financial Concerns

- Trustee Coleman made a motion to approve June disbursements of \$108,160.96 for operating invoices, and \$155,815.30 for payroll related expenses, for a total disbursement of \$263,976.26. Seconded by Trustee Currin. Roll call vote.

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

Motion carried.

- Trustee Coleman made a motion to transfer interest from the Corporate Operating Fund to the Equipment Fund during FY21-22. Seconded by Trustee Babayode. Roll call vote.

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

Motion carried.

- Trustee Coleman made a motion to set the Per Diem Allowance for FY21-22 in compliance with the current IRS approved levels for the Chicago Metropolitan area. Seconded by Trustee Brumfield. Roll call vote.

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

Motion carried.

VIII. Interim Director’s Report

- Lisa updated the Board on the police related incidents that took place on July 2; teens set fire to the recycling bin and in a separate incident another teen walked into the parking lot and tried to rob a patron at gunpoint in her car.
- Update on the hiring of new employees; customer service will need four people, maintenance will need one and one safety officer.

- The memorial bench for Lena Page has been installed.
Bathrooms downstairs are set for maintenance to the faucets that were not working.
Caulking outside of building needs to be done, Lisa Fasano is getting quotes.
One handicap parking space for employees has replaced the director's parking space.
Received the Per Capita Grant in the amount of \$18,400.
Working on Illinois Public Library Annual Report (IPLAR) as a team.

IX. President's Report

- Trustee Gillis will take the lead on auditing the secretary minutes and financial reports in the Board binders. He will have Trustees Brumfield and Coleman to assist him.
- Annual calendar has been received it is tentative as of now.

X. Open Items

- Trustee Gillis made a motion to approve Ordinance 4-1964-2122-003, setting the monthly meeting dates for the Board of Trustees for FY21-22. Seconded by Trustee Babayode. Roll call vote.

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

Motion carried.

- Trustee Gillis made a motion to approve Resolution 071321-002, setting the dates for Holiday Closings for FY21-22. Seconded by Trustee Currin. Roll call vote.

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

Motion carried.

- Trustee Babayode made a motion to approve Resolution 071321-011, Authorizing and Emergency Cash Fund to operate like a working cash fund. Seconded by Trustee Brumfield. Roll call vote.

It was determined that item C motion to approve Resolution 071321-011 Authorizing and Emergency Cash Fund to operate like a working cash flow be removed and discussed at the next Board meeting.

- Trustee Gillis made a motion to approve Resolution 071321-004, Authorization for Trustees to Sign Checks. Seconded by Trustee Babayode. Roll call vote.

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

Motion carried.

- Trustee Gillis made a motion to approve Resolution 071321-006, the Special Reserve Fund plan. Seconded by Trustee Babayode. Roll call vote.

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

Motion carried.

- Trustee Brumfield made a motion to approve Resolution 071321-008, Requesting the Assessing of Impact Fees by the Village of Matteson on new development on the library’s behalf. Seconded by Trustee Babayode. Roll call vote.

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

Motion carried.

- Trustee Babayode made a motion to retain Klein, Thorpe and Jenkins as Legal Counsel for liability issues; HR Source for HR issues; Alliant Employee Benefits for the library’s staff benefits agency; and Cook and Kocher for liability insurance agents. Seconded by Trustee Coleman. Roll call vote.

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

❖ Donna Brumfield – yes	❖ Harold Gillis-yes
❖ Andrea Williams – yes	

Motion carried.

XI. Correspondence

- Trustee Williams read a thank you card from Kathy Berggren thanking the Board and staff for the gifts and well wishes as she is leaving the library for retirement.
- Social media comments were reported.

XII. Motion to Approve Executive Search Firm

- Trustee Hunigan made a motion to approve the recommendation from the Special Board meeting of July 10, 2021 to hire John Keister, for a fee not to exceed \$17,000. 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
❖ Donna Brumfield – yes	

Motion carried.

XIII. Final Thoughts and Comments

- Trustee Babayode scheduled a Building, Grounds & Equipment and Finance Committee meeting on August 3 at 6:00 pm.
- Personnel and Policy will do a combined meeting with Finance Committee on August 4 at 5:30 pm. The topic for discussion will be the Salary Survey to ascertain where we are at.

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

The Board meeting adjourned at 8:25 pm.

Approved by Trustee Andrea Williams, Secretary

Lauretta Benford, Adm. Ass't