

**Matteson Area Public Library District
Board of Trustees
Meeting Minutes
August 10, 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 Brumfield made a motion to approve the consent agenda. Seconded by Trustee Babayode. Additional item added to the consent agenda; item E approval of the Building, Grounds and Equipment 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.

VI. Consideration of Financial Reports and related Financial Concerns

- Trustee Coleman made a motion to approve July disbursements of \$68,730.92 for operating invoices, and \$163,018.69 for payroll related expenses, for a total disbursement of \$231,749.61. 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	
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Motion carried.

VII. Interim Director's Report

- Lisa updated the Board on the new hires; Destiny Abercrombie and Kaylyn Bradshaw, Customer Service, Ken Casper, Facilities, Delon Abercrombie, Computer Lab.
- Fall newsletter was sent to the printer on August 2, 2021.
- We have created a book of quotes for repairs. Working with Lisa Fasano, Facilities Manager to get at least three quotes on repairs or purchases of \$5,000 and up.
- Library audit will commence the week of August 23, 2021.
- The 2021 Virtual Illinois Library Association Conference is October 12, 2021. Contact the Administrative Office if you want to be attend.
- As of August, 2021 the library will be fine free. Late fees continue on lost and damaged items.
- Reminder of the rummage sale on Sunday, August 15, 2021.
- SWAN clean-up of bills under \$100 will be removed.
- Reported that there was an issue with a patron last week; Lisa has asked that the patron be banned from the library for a year.
- The Managers and I have concluded that the library's 9:00 am – 9:00 pm time be pushed back until October, not enough people to staff the library for those hours.

VIII. President's Report

- Trustee Gillis indicated that he and Trustee Brumfield audited the Secretary's minutes and the Treasurer's reports for FY20-21.
- The annual library tour will not happen this year.
- John Keister, who is doing the library Director search needs some input from the Trustees for the website.

IX. Open Items

- Trustee Coleman made a motion to approve the Matteson Area Public Library's Budget and Appropriations Ordinance for the Fiscal Year originating July 1, 2022

and ending June 30, 2023. Seconded by Trustee Coleman.

-__ Trustee Hunigan suggested that a Financial Consultant be brought in to consult on the tax levy and how it works. 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 Coleman made a motion to approve the Working Cash Fund Resolution 071321-011 authorizing the Emergency Cash Fund to operate like a working cash fund. Seconded by Trustee Brumfield. Roll call vote.

It was determined that the **Resolution** for the Emergency Cash Fund does not have to be approved every year.

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

Motion carried.

X. New Business

-__ Trustee Gillis made a motion to approve the IPLAR (Illinois Public Library Annual Report), for FY2020-2021. 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 approve the purchase of Liability Insurance for \$28,289.00 through Cook & Kocher Insurance group. Seconded by Trustee Gillis. Roll call vote.

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

Motion carried.

- Trustee Williams made a motion to approve the disposal of surplus decorative items in the storage room, and sell them at the Library’s Rummage Sale on August 15, 2021. Seconded by Trustee Gillis. 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.

- A recommendation from the Personnel and Finance committee to approve the pay scale adjustment as suggested by the HR Source Compensation Study for the Digital Services Librarian.

Trustee Coleman made a motion to approve the pay scale adjustment of \$25.59 per hour for the Digital Services Librarian. Seconded by Trustee Brumfield. 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 letter from the Secretary of State regarding the approval of the PNG grant of \$18,600; Empowered Youth is the theme.

- __ She reported on the Social Media comments for the month of July.

XII. Closed Session

-__Trustee Hunigan made a motion to go into closed session under the Illinois State Statute 5ILCS 120 of the Open Meetings Act for reasons pertaining to the performance of a specific employee. 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.

The Board went into closed session at 8:20 pm.

The Board reconvened at 9:10 pm.

XIII. Actions to be taken based on the results of the Closed Session

-__No action to be taken.

XIV. Final Thoughts and Comments

- There was a discussion requiring employees to have a background check.
- Trustee Williams scheduled a Personnel and Finance Committee meeting for September 15 at 5:30 pm.
- It was suggested that a Committee of the Whole plan a special meeting and workshop with a Financial Consultant to discuss Financial issues and the Levy request.

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

The Board meeting adjourned at 9:25 pm.

Approved by Trustee Andrea Williams, Secretary

Lauretta Benford, Adm. Ass't