

**Matteson Area Public Library District
Board of Trustees
Meeting Minutes
September 14, 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 were present. Also present were Acting Interim Director Nikeda Webb, Business Manager Jeanne Mueller, a patron LaKia Colquitt, and Administrative Assistant Laretta Benford. Trustee Jonathan Currin arrived at 7:15, and Interim Director Lisa Korajczyk was absent.

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 Coleman. A correction is to be made on the minutes for August on item nine. Roll call vote.

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

Motion carried.

VI. Consideration of Financial Reports and related Financial Concerns

- Trustee Coleman made a motion to approve August disbursements of \$91,362.68 for operating invoices, and \$124,908.97 for payroll related expenses, for a total disbursement of \$216,271.65. 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	
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Motion carried.

VII. Acting Interim Director's Report

- Nikeda Webb indicated that the fall newsletter had gone out.
- The library rummage sale netted \$300. The proceeds to be earmarked for a new display case.
- Illinois Public Library Annual Report (IPLAR) was submitted on August 21, 2021.
- The auditors were here on September 7. Board will be checking for the auditor terms at the beginning of the year.
- Building repairs
 - Men's restroom repairs have been completed
 - Air conditioning unit condensers have been completed
 - Electrical room will be completed by October
- A patron had to be banned from the library due to threatening a staff member
- Administrative Assistant Laretta Benford reminded the Board of the Electronic Disposal on October 9 and the Paper Shredding on October 16. She also informed the Board that State Representative Debbie Meyers-Martin is sponsoring the Electronic Disposal event.

VIII. President's Report

- Update on John Keister's Director's search; the opportunity to apply was extended to the 24th of September. Currently there are seven promising candidates. The Board will rely on John to assist them with the interview questions. Interviews will start in early October.
- The Board looked over the Board By-Laws, if there are any areas that need clarification, they can discuss. One change was recommended to the By-Laws from Article III, Section 5 item D; change five days to three days for items to be added to the agenda. No other changes and the By-Laws will remain the same. There will be no motion to approve them until the next meeting.
- Adult and Youth Services remodeling projects, special meeting combined committee to be held in October.

- Regarding the Personnel Handbook, Trustee Hunigan did not receive the information he expected to receive to discuss the handbook, therefore, it will be continued until the next Board meeting.
- Trustee Hunigan had to leave the meeting, Trustee Gillis took over for him.

IX. New Business

- Nikeda Webb did a presentation on the tax levy.
- Trustee Babayode made a motion to introduce and table Ordinance #4-1964-2223-0001 Tax Levy 2022-2023. Seconded by Trustee Coleman. Roll call vote.

	❖ Beverly Coleman-abstained
❖ 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 disbursement of shelving that has been stored in the storage room and not used. Seconded by Trustee Babayode. Ayes 6. Nays 0. Motion carried.
- Trustee Brumfield made a motion to approve the appointment of Nikeda Webb as Acting Interim Director for the weeks of September 13 – September 28, 2021, during the time that the current Interim Director is on vacation. For a total increase of pay for the two weeks of service being \$226.74. Seconded by Andrea Williams. Roll call vote.

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

Motion carried.

- All new perspective employees will be vetted through a professional background check company prior to a final offer of employment with the library; effective October 1, 2021.

X. Correspondence

- Trustee Williams read a resignation letter from Lisa Korajczyk, effective October 15, 2021.

- She also noted the social media comments compiled by Hope Standifer from Facebook, Twitter, Youtube, Instagram, Good Reads and Next Door about our programming.

XI. Final Thoughts and Comments

- A special Board meeting for the Committee of the whole was scheduled for October 7, 2021 at 6:00 pm. to discuss the candidates for the Director position.

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

The Board meeting adjourned at 8:47 pm.

Approved by Trustee Andrea Williams, Secretary

Lauretta Benford, Adm. Ass't