

**Matteson Area Public Library District  
Board of Trustees  
Meeting Minutes  
October 12, 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 were present. Also present were Acting Interim Director Lisa Korajczyk, Youth Services Manager Nikeda Webb, Customer Services Manager Thom Webb, Tech Services Manager Andy Murgas, 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 Gillis made a motion to approve the consent agenda. Seconded by Trustee Babayode. Roll call vote.

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

Motion carried.

VI. Consideration of Financial Reports and related Financial Concerns

- Trustee Coleman made a motion to approve September disbursements of \$91,362.68 for operating invoices, and \$110,350.10 for payroll related expenses, for a total disbursement of \$168,586.44. 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	
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Motion carried.

VII. Acting Interim Director's Report

- Interim Director Lisa Korajczyk reported on the outdoor movie attendance. Because of the rain the movie had to be moved inside; 23 people were in attendance.
- She reminded the Board of the paper shredding event on October 16 from 9:00 to 11:45 am.
- She reported on the new employee to the Computer Service department; Delon Abercrombie.
- She noted that a new back door with a keypad lock would be needed. The cost is \$1,850 for the keypad and \$4,488.21 for the door.
- The three automated external defibrillators (AED) that the library currently have need to be replaced.
- Trustee Babayode and Interim Director Lisa Korajczyk responded to a Freedom of Information Act request.
- The annual sprinkler inspection passed.
- The elevator/hydraulic inspection passed.
- 2020 Census data was distributed to the Board members for their review.
- Thom Webb received a grant for the Illinois State Library in the amount of \$20,000 for patron outside lockers enabling them to pick up their materials after hours if necessary.
- In the last 10 years the total for fines was \$28,000; the library is now fine free.

VIII. President's Report

- President Hunigan reported that on October 16 and 23 the Board would be conducting interviews for perspective candidates for the Director position.
- He indicated that the update to the Board calendar would be available at the November meeting with any changes.
- It was concluded by some Board members that they would prefer to use a laptop at the meetings as opposed to having paper copies. Administrative Assistant Laurretta

Benford will look into having laptops at the next Board meeting for those who would prefer having one.

IX. Open Items

- A sample Whistle Blower policy was presented.
- Trustees Hunigan and Coleman will work with Business Manager Mueller to sign the necessary paperwork with the banks.
- Interim Director Lisa Korajczyk gave a presentation regarding the vaccination policy.
- Trustee Babayode made a motion to approve the review of the Board of Trustee B-Laws with the revision of Article III section 5.0 Duties/Part D: inclusion of the meeting agenda items to the President and Library Director no less than 3 business days prior to the meeting (and prior to posting of the meeting). 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.

X. New Business

- Andy Murgas gave his annual departmental report.
- Trustee Hunigan made a motion to approve the library disposal of the three outdated AED machines. Seconded by Trustee Gillis. Ayes 7. Nays 0. Motion carried.
- Trustee Hunigan made a motion to approve the library disposal of the prior security system from 2018. Seconded by Trustee Gillis. Ayes 7. Nays 0. Motion carried.
- Trustee Coleman made a motion to approve Nikeda Webb as Interim Library Director beginning October 16, 2021, until the hiring of a new Library Director at the increased pay of \$113.37 per week. Roll call vote.

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

❖ Andrea Williams – yes	
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Motion carried.

- Trustee Hunigan and the Board wished Interim Director Lisa Korajczyk and Business Manager Jeanne Mueller good luck as they start the next journey of their careers.

XI. Correspondence

- Trustee Williams read 2 resignation letters one from Business Manager Jeanne Mueller and the other one from Gail Nicholson who worked as a Computer Attendant.
- A post card from an anonymous patron thanking the staff for all that they do; A patron Amy Sanderson thanking the library staff for curbside pickup during the pandemic. A final thank you from Trustee Williams to the staff and Board thanking them for the fruit basket received during her current illness.
- A letter from the Office of the Secretary of State to Thom Webb informing him that the library will receive the \$20,000 grant in support of Using E-Lockers to get resources to our vulnerable patrons during a pandemic or otherwise.
- Social media comments were discussed.

XII. Final Thoughts and Comments

- Items to be discussed were the bank account updates and the whistleblower policy.
- Trustee Gillis touched on the Trustee holiday dinner this year. He will talk to Administrative Assistant Laretta Benford to discuss the particulars.

XIII. Trustee Gillis made a motion to go into closed session under Illinois State Statute (5ILCS 120) Open Meetings Acts. Closed Session for reasons of appointment, employment and compensation of specific employees of a public body. Seconded by Trustee Coleman. Ayes 7. Nays 0. Motion carried.

The Board went into closed session at 8:40 pm.

The Board reconvened at 8:56 pm.

Trustee Gillis made a motion to adjourn the meeting. Seconded by Trustee Brumfield. The Board meeting adjourned at 9:04 pm. Ayes 7. Nays 0. Motion carried.

The regular meeting reconvened at 9:05 pm.

Trustee Williams made a motion to reconvene the regular meeting. Seconded by Trustee Coleman. Ayes 7. Nays 0.

- It was brought to the attention of the Board that there is a serious electrical issue that could possibly require closing the library for a couple of days. More information will be forthcoming.

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

The Board meeting adjourned at 9:10 pm.

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Approved by Trustee Andrea Williams, Secretary

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Lauretta Benford, Adm. Ass't