

**Matteson Area Public Library District  
Board of Trustees  
Meeting Minutes  
November 9, 2021  
7:00 pm**

I. Call to Order

- President Howard Hunigan called the meeting to order at 7:00 pm.

II. Roll Call

- Present were Trustees Howard Hunigan, Beverly Coleman, Andrea Williams, Harold Gillis, and Temitope Babayode. Also present were Interim Director Nikeda Webb, Customer Services Manager Thom Webb, Nathan Pasbrig from O’Neill & Gasparado, LLC, and Administrative Assistant Laretta Benford. Trustees Donna Brumfield and Jonathan Currin were 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 Gillis. Roll call vote.

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

Motion carried.

VI. Nathan Pasbrig Auditor for O’Neill & Gasparado, LLC

- Nathan Pasbrig gave the annual financial report.

VII. Consideration of Financial Reports and related Financial Concerns

- Trustee Coleman made a motion to approve October disbursements of \$53,039.14 for operating invoices, and \$137,809.36 for payroll related expenses, for a total disbursement of \$190,848.50. Seconded by Trustee Babayode. Roll call vote.

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

Motion carried.

VIII. Interim Director's Report

- Interim Director Nikeda Webb reported that the Automated External Defibrillator training and purchase was a total of \$4,978.71; for a monthly cost of \$357.
- The boiler repairs are still under contract, so there was no charge.
- A new Safety Officer was hired; David Robertson.
- A new organizational chart was included in the Board packet.
- A copy of the Library Days and Dates was also included in the Board packet.
- The new vacation policy for full time staff was presented for the Board's consideration. She reminded the Board that part-time staff received 3% of their last year's gross wages each year in March for their vacation payout.
- The staff will be having their Library Family Holiday lunch on November 23 and would like to invite the Board to attend.

IX. President's Report

- President Hunigan reminded the Board of the meeting on November 13, 2021 at 8:00 am.
- He indicated that the update to the Board calendar would be available with changes.
- The Trustee Holiday Dinner will be December 15<sup>th</sup> at 6:30 pm at Redwood Restaurant in Flossmoor. We will need a head count to make the reservations.

X. Open Items

- There are no open items at this time.

XI. New Business

- Trustee Coleman made a motion to approve Tax Levy Ordinance 4-1964-2223-001 in the amount of \$2,929,000.00. Seconded by Trustee Williams. Roll call vote.

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

Motion carried.

XII. Correspondence

- Trustee Williams read a letter from Arcadia School thanking Ms. Susan and the library staff.

- Social media comments were discussed.

XIII. Trustee Williams made a motion to go into closed session under Illinois State Statute (5ILCS120) Open Meetings Acts. Closed Session for reasons of appointment, employment and compensation of specific employees of a public body. Seconded by Trustee Coleman. Ayes 5. Nays 0. Motion carried.

The Board went into closed session at 8:22 pm.

The Board reconvened at 8:34 pm.

Trustee Coleman made a motion to adjourn the meeting. Seconded by Trustee Williams. Ayes 5. Nays 0. Motion carried.

The Board meeting adjourned at 8:37 pm.

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Approved by Trustee Andrea Williams, Secretary

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Lauretta Benford, Adm. Ass't