

**Matteson Area Public Library District
Board of Trustees
Meeting Minutes
December 14, 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, Donna Brumfield, and Temitope Babayode. Also present were Interim Director Nikeda Webb, Customer Services Manager Thom Webb, and Administrative Assistant Laretta Benford. Trustee Jonathan Currin was absent.

III. Pledge of Allegiance

IV. Opportunity for Public Comments

- No public present

V. Motion to go into Closed Session

- Trustee Williams made a motion to go into closed session under 5 ILCS 120) Open Meetings Act for reasons pertaining to “appointment, employment, compensation, or discipline of a particular employee.” Seconded by Trustee Brumfield. Roll call vote.

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

Motion carried.

The Board went into closed session at 7:04 pm and reconvened at 7:25 pm.

VI. Consent Agenda

- Trustee Brumfield made a motion to approve the consent agenda. Seconded by Trustee Babayode. Roll call vote.

❖ Harold Gillis-yes	❖ Beverly Coleman-yes
❖ Andrea Williams - yes	❖ Temitope Babayode - 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 November disbursements of \$33,491.68 for operating invoices, and \$123,164.76 for payroll related expenses, for a total disbursement of \$156,646.44. Seconded by Trustee Babayode. Roll call vote.

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

Motion carried.

- It was suggested that because of the high amounts of the gas bills, a history of last year's gas bill be presented to the Board at the next meeting; as a comparison.

VIII. Interim Director's Report

- A hard copy of the completed audit is included in the packet.
- Building updates.
 - Perm a Seal completed their sealing on the north outside wall.
 - Back door keypad was installed; no immediate issues.
 - The director's office has been painted and touch up painting through-out the building is being done.
 - Alarm procedures have been updated; Thom, Lisa F. and Nikeda are on the call list in case of an emergency.
- The library will be closed 12/24-12/25 and 1/31-1/1 and 1/17.
- Utica Insurance did a walk-through of the library on December 2; they will do a low risk walk-through every three years.
- Patrick Pletcher is the newest member of the MAPLD family. He is working at the Circulation Desk as a Customer Service clerk.

IX. President's Report

- Director's search continues. Though final bill to John Keister has been paid he will continue to work with the Board at no additional cost.
- Personnel Committee scheduled a meeting for January 19th at 6:00 pm. This is a Committee of the Whole meeting. Trustee Hunigan will put the agenda together.
- A reminder of the Trustee Holiday Dinner on December 15th at 6:30 pm at Redwood Restaurant, 3462 Vollmer Road in Flossmoor.

X. Open Items

- There are no open items at this time.

XI. New Business

- Trustee Gillis made a motion to approve Interim Director Nikeda Webb’s pay, until the hiring of a new Library Director at \$1615.38 a week beginning December 24, 2021. Seconded by Trustee Williams. Roll call vote.

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

Motion carried.

XII. Correspondence

- Trustee Williams read a letter from the Illinois State Library regarding public library districts statutory requirements to inform the State Librarian of Board member changes and vacancies.
- A thank you letter from David Sieffert, a candidate for the Director position, commenting on how impressed he was with the library and staff.
- Comments from patrons on programs and the overall friendliness of the staff and how great the library is.
- Social media comments were discussed.

XIII. Final Thoughts

- Trustee Hunigan wished the Board members and staff a happy holiday season.

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

The Board meeting adjourned at 8:00 pm.

Approved by Trustee Andrea Williams, Secretary

Lauretta Benford, Adm. Ass’t