

**Matteson Area Public Library District
Board of Trustees
Meeting Minutes
January 11, 2022
7:00 pm**

I. Call to Order

- President Howard Hunigan called the meeting to order at 7:05 pm.

II. Roll Call

- Present were Trustees Howard Hunigan, Andrea Williams, Harold Gillis, and Temitope Babayode. Also present were Interim Director Nikeda Webb, Customer Services Manager Thom Webb, Youth Services Manager Susan Fulcher, Adult Services Manager Cassidy Steinke, and Administrative Assistant Laretta Benford. Trustees Beverly Coleman and Donna Brumfield were present via Zoom. Trustee Jonathan Currin was absent.

III. Pledge of Allegiance

IV. Opportunity for Public Comments

- 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
❖ Andrea Williams - yes	❖ Temitope Babayode - 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 November disbursements of \$59,997.24 for operating invoices, and \$113,991.17 for payroll related expenses, for a total disbursement of \$173,988.41. 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.

VII. Interim Director's Report

- Customer Services Manager Thom Webb did a presentation to the Board on the patron outside lockers for materials. This was made possible by a grant that the library received.
- Interim Director Nikeda Webb briefed the Board on the new hires to the library family; Zion at the Customer Service desk, Public Services Manager Cassidy, Youth Services Manager Susan. In addition to adding staff, the library lost Julia Driscoll from Youth Services due to an ongoing illness.
- She informed the Board that we will begin testing for COVID to the general public as well as staff on January 24 every Monday for four hours. The library is currently adhering to the mandates of the State of Illinois regarding COVID. Social distancing is still being enforced in the library.
- Enclosed in the packet is the NICOR comparison from one year ago up until now. It has been noted that the rates are higher this year than last year for the same time period.

VIII. President's Report

- A Committee of the Whole meeting will be held on January 19th at 6:00 pm. There will be a closed session discussing personnel issues.
- A finance meeting was scheduled for February 2 at 6:00 pm. Trustee Hunigan will work with Trustee Coleman for an agenda.
- We will hold off on the Board Policies chapter 1-3 until the February Board meeting.

IX. Open Items

- There are no open items at this time.

X. New Business

No new business at this time.

XI. Correspondence

- Trustee Williams read a letter a comment from a patron who lives in Calumet City who prefers our library because of the attentiveness of the staff.
- A comment from a patron regarding Marlene and her amazing personality.
- A comment to Nikeda from a patron on how pleased she was with her interaction with Joseph and Susan.
- Social media comments were discussed.

XII. Final Thoughts

- Trustee Gillis indicated that it has been a great year for the library.
- Trustee Babayode reported to the Board that he needed to schedule a Building, Grounds and Equipment meeting and he would talk to Nikeda about it.

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

The Board meeting adjourned at 7:55 pm.

Approved by Trustee Andrea Williams, Secretary

Lauretta Benford, Adm. Ass't