

**Matteson Area Public Library District
Board of Trustees
Meeting Minutes
April 12, 2022
6:30 pm**

I. Call to Order

- President Hunigan called the meeting to order at 6:45 pm.

II. Roll Call

- Present were Trustees Howard Hunigan, Harold Gillis, Beverly Coleman, Andrea Williams, Temitope Babayode, and Donna Brumfield. Also present were Interim Director Nikeda Webb, Assistant Director Thom Webb, and Administrative Assistant Laurretta Benford. Trustee Jonathan Currin was absent.

III. Pledge of Allegiance

IV. Opportunity for Public Comment

- No public present.
- Trustee Hunigan stated that our Mission Statement convey the organizations reason for being (our purpose, why we exist). In future meetings we will be discussing our Mission Statement, vision and core values.

V. Consent Agenda

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

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

Motion carried.

VI. Consideration of Financial Reports and Related Financial Concerns

- Trustee Coleman made a motion to approve March disbursements of \$55,399.34 for operating invoices, and \$157,901.43 for payroll related expenses, for a total disbursement of \$213,300.77. Roll call vote.

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

Motion carried.

VII. Interim Director and Assistant Director Report

- Interim Director Webb discussed the Space Audit and suggested that we do a Zoom presentation or face to face with David Vinjamuri, the auditor. She will leave it up to the Board as to when and how they want to conduct the meeting.

Trustee Hunigan inquired as to how we should set up the meeting with the space auditor; Committee of the Whole or Building, Grounds and Equipment Committee, the decision was to go with Committee of the Whole.

She and Assistant Director Thom Webb are working on weeding the AV section. Freeing up more space in accordance with what the space auditor suggested.

The leak in the Youth Services area has been repaired.

She has been researching companies for snow plowing, to date she has only received one quote.

She would like for all information on social media to be consistent and concise. She is working with staff that are instrumental in disseminating that information.

Samantha Wilhoyt and Angela Mackel are two new employees in Youth Services. Cassidy Steinke Adult Services Manager resigned.

Youth Services has implemented a new program called Just 4U. It is a subscription service where the library puts together books and materials and the patron can come to the library and pick them up.

Homebound has increased in the last three months due to more advertisements.

Looking to revamp the newsletter and the frequency in which it is distributed. The Village will allow us to provide a one sheet of information that they will include in the water bills.

We have determined that we will be going to the Village Board meetings to keep the library up-to-date on the current events within the Village and to have representation and support from the library.

Personnel handbook is being revised and will be presented to the full board for approval at the June Board meeting.

- Assistant Director Thom Webb updated the Board on the e-lockers; delivery of the lockers will be during the month of April.

He reported that he had attended an emergency preparedness webinar relating to COVID and other emergency concerns within the community.

He touched on the library's efforts to become a license plate sticker renewals facility.

VIII. President's Report

- Chapters #3 of the Board Policy has been reviewed by Trustee Babayode and presented to the Board. Chapter #6 has been reviewed by Trustee Coleman and presented to the Board. Any changes that were made will be reflected in the final copy and distributed to all Board members.
- Trustee Hunigan suggested that money be allocated for special projects during the next fiscal year, such as Black History Week, etc.
- Committee of the Whole to meet with the space auditor during the month of April. A date has not been determined.
- Trustee Coleman will plan a Finance Committee meeting to go over the working budget. No date was determined.
- Trustee Williams will speak with Nikeda regarding setting up a Personnel Committee meeting to discuss goals and objectives and the annual review.
- State of Economic Interest must be completed by end of April.
- Trustee Brumfield will review Chapter 7 at the May Board meeting.
- Election of Officers will commence in May.
- Would like to put together a Board Retreat. Working on items to be addressed at the retreat; presenters and fun activities. More information forthcoming.
- 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. Roll call vote.

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

Motion carried.

The Board went into closed session at 8:50.

The Board reconvened at 9:55.

IX. Final Thoughts and Comments

- Trustee Coleman shared that the Historical Old Matteson Home Owners Association is having their annual dinner followed by their membership meeting. The event will take place on May 19th at 6:00 pm.
- Illinois Library Association (ILA) will have their Annual Trustee Workshop in Alsip on May 21st. If you are interested in attending, contact the administrative office.

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

The Board meeting adjourned at 10:00 pm.

Andrea Williams, Board Secretary

Lauretta Benford, Administrative Assistant