

Matteson Area Public Library District
Board of Trustees
Meeting Minutes
May 10, 2022
7:00 pm

I. Call to Order

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

II. Roll Call

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

III. Pledge of Allegiance

IV. Opportunity for Public Comment

- No public present.

V. Consent Agenda

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

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

Motion carried.

VI. Consideration of Financial Reports and Related Financial Concerns

- Trustee Coleman made a motion to approve April disbursements of \$57,344.16 for operating invoices, and \$142,637.04 for payroll related expenses, for a total disbursement of \$199,981.20. Roll call vote.

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

Motion carried.

VII. Nikeda Webb Interim Director Report

- Interim Director Nikeda Webb reported that the thermostat went out in the building. It has been repaired.

She updated the Board on the situation with the copiers and indicated that she will be looking at getting new copiers; to lease.

Nikeda indicated that she attended a HR Workshop.

She hired a new Public Services Manager, Lisa Butler; to start on May 23, 2022.

She discussed the Memorial Day Parade that the staff will be participating in. She invited the Board of Trustees to be a part of it. This year's theme is Camping. The staff will decorate book carts and push them in the parade in keeping with the theme of camping.

A new copy of the Trustee Fact File has been distributed to all Board members.

VIII. Thom Webb Assistant Director Report

- Assistant Director Thom Webb reported that the lockers were up and running. However, the internet signal is weak. He would like to do a tutorial on the website for the community in addition he would like to have information in the newsletter to introduce to the community the lockers.

Jalyn Edwards, a former employee, has been rehired as a Customer Service Assistant at the circulation desk.

IX. President's Report

- Trustee Hunigan reminded the Board that the Director is the spokesperson for the District and the Board President is the spokesperson for the Board.

Regarding any information that is FOIA's, the District shall comply with all laws regarding request for any information.

Trustee Hunigan went over chapter 7 of the Board Policy; Public Communications.

Reminder of the special meeting on Thursday, May 12 at 6:30 pm.

Building Grounds & Equipment Committee will be scheduling a meeting after the Space Audit.

Trustees Coleman and Williams will review Chapters 8-9 and present their findings to the Board at the next meeting.

X. Open Items

- Trustee Coleman made a motion to introduce and table until June Board meeting the Working Budget for Fiscal Year 2022-2023. Seconded by Trustee Williams. Roll call vote

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

Motion carried.

- Nikeda revised some of the line items from the working budget. Look over them and bring to next meeting for discussion purposes.

- Trustee Hunigan made a motion to amend Article VIII Amendments Section 2: Notice of the Board By-Laws. Seconded by Trustee Gillis. Roll call vote.

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

Motion carried.

- Trustee Coleman made a motion to amend Article V – Officers-Section 8-Signatures of the Board By-Laws. Seconded by Trustee Babayode. Roll call vote.

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

Motion carried.

XI. New Business

- Election of Officers
 - Trustee Gillis nominated Trustee Hunigan for the Office of President. Seconded by Trustee Coleman. Trustee Williams moved to close the nominations for President by affirmation. Ayes 6. Nays 0. Abstentions 0.
 - Trustee Babayode nominated Trustee Gillis for the Office of Vice President. Seconded by Trustee Currin. Trustee Williams moved to close the nominations for Vice President. Ayes 6. Nays 0. Abstentions 0.
 - Trustee Coleman nominated Trustee Williams for the Office of Secretary. Seconded by Trustee Currin. Trustee Williams moved to close the nominations for Secretary by affirmation. Ayes 6. Nays 0. Abstentions 0.
 - Trustee Williams nominated Trustee Coleman for the Office of Treasurer. Seconded by Trustee Gillis. Trustee Williams moved to close the nominations for Treasurer by affirmation. Ayes 6. Nays 0. Abstentions 0.

- Individual Committees will be formed at the June Board meeting

XI. Final Thoughts

- Trustee Coleman scheduled a Finance Committee meeting for May 18th at 6:30 pm. She will follow up with the Director on the agenda.

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

The Board meeting adjourned at 8:09 pm.

Andrea Williams, Board Secretary

Lauretta Benford, Administrative Assistant