

**Matteson Area Public Library District**  
**Board of Trustees**  
**Meeting Minutes**  
**June 14, 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, Temitope Babayode, Donna Brumfield, and Jonathan Currin. Also present were Interim Director Nikeda Webb, Assistant Director Thom Webb, Administrative Assistant Laurretta Benford, Adult Services Manager Lisa Butler, Youth Services new staff members, Samantha Wilhoyt, Angela Mackel, and a patron Opal Nealy. Trustees Andrea Williams and Beverly Coleman arrived after roll call.

III. Pledge of Allegiance

IV. Opportunity for Public Comment

- Opal Nealy commented on how professional and kind the Interim Director is and how she is a promoter of the library.

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
❖ Donna Brumfield-yes	❖ Jonathan Currin-yes
❖ Temitope Babayode-yes	

Motion carried.

VI. Consideration of Financial Reports and Related Financial Concerns

- Trustee Babayode made a motion to approve April disbursements of \$57,180.61 for operating invoices, and \$146,272.98 for payroll related expenses, for a total disbursement of \$203,453.59. Seconded by Trustee Coleman. Roll call vote.

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

Motion carried.

- Nikeda Webb summarized and explained the financial disbursement warrant to the Board.

#### VII. Nikeda Webb Interim Director Report

- Nikeda Webb reported that the current thermostats in the building are obsolete and will need to be replaced.

She indicated that there is a leak in the electrical room, which appears to be coming from the foundation.

Nikeda indicated that we are leasing two new copiers.

On June 22<sup>nd</sup> the space auditors will be present in the building. They are scheduled to be here at 9:00 am, if anyone is interested in coming. They will go over the CAD drawings, 3-d renderings, the phases of construction, the Architect and the cost breakdown.

Summer reading program (SRP) is back in full swing.

The library's participation in the Memorial Day parade was well received by the community. The staff enjoyed decorating the book cart while keeping to the camping theme.

Have gotten one quote on the strategic plans. Hope to have more results at the next Board meeting.

Personnel handbook will be ready for approval at the July meeting.

Trustee Coleman commented that she was quite pleased with the Dial A Story presented by the Youth Services department.

#### VIII. Thom Webb Assistant Director Report

- Assistant Director Thom Webb reported on the lockers indicating that they are up and running. The community was made aware of them through handouts at the parade, the newsletter and the webpage.
- Nikeda and I sat through a demonstration for renewal license stickers. Other than some issues that we feel the library may not be able to comply with, everything else about the process would work for us.

Lisa B. and Tiffany have contacted the Secretary of State and they will come here and do renewals on the spot; four times a year. More information forthcoming on this.

IX. Mia Carter, Advocate for Village of Matteson

- Mia Carter gave a presentation on Home Rules.

X. President’s Report

- Trustees Beverly Coleman and Andrea Williams summarized their findings on the Board Policy chapter 8 and 9 and made their recommendations to the Board.
- The Board retreat will be in October. More information forthcoming.

XI. New Business

- Trustee Hunigan made a motion to approve the Working Budget for 2022-2023. Seconded by Trustee Currin. Roll call vote.

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

Motion carried

- Trustee Hunigan made a motion to keep the closed session minutes closed. 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
❖ Donna Brumfield-yes	

- Trustee Williams summarized her attendance at the Atlas Trustee Workshop that she attended.
- Trustee Williams made a motion to go into closed session for reasons pertaining to “appointment, employment, compensation, or discipline of a particular employee: Illinois State Statute (5 ILCS120) Open Meetings Act.

The Board went into closed session at 8:37 pm.

The Board reconvened at 9: 15 pm.

XI. Action to be taken as a result of the Closed Session

- None

XII. Correspondence

- Trustee Williams read a post card from Project Linus thanking the teen volunteers for the donation of a blanket.

XIII. Final Thoughts

- Trustee Babayode scheduled a Building, Grounds and Equipment meeting for June 29 at 6:00.
- Trustee Williams scheduled a Personnel and Policy meeting for July 7 at 6:00 pm.

Trustee Gillis made a motion to adjourn the meeting. Seconded by Trustee Currin. Ayes 7. Nays 0. Motion carried.

The Board meeting adjourned at 9:20 pm.

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Andrea Williams, Board Secretary

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Lauretta Benford, Administrative Assistant