

Matteson Area Public Library District
Board of Trustees
Meeting Minutes
November 15, 2022
7:00 pm
(6:45 Tour of copiers)

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, and Donna Brumfield. Also present were Interim Director Nikeda Webb, Assistant Director Thom Webb, Public Service Manager Lisa Butler, and Administrative Assistant Laretta Benford. Trustees Andrea Williams and Beverly Coleman were present via Zoom. Trustee Jonathan Currin 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 Babayode. Roll call vote.

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

Motion carried.

VI. Consideration of Financial Reports and Related Financial Concerns

- Trustee Coleman made a motion to approve October disbursements of \$61,193.89 for operating invoices, and \$140,399.21 for payroll related expenses, for a total disbursement of \$201,593.10. Seconded by Trustee Brumfield. Roll call vote.

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

Motion carried.

VII. Lisa Butler, Manager Public Services

- Lisa reported on her department, staff, direction in which the department is heading.

VIII. Interim Director Report

- Interim Director Nikeda Webb reported on the building updates.
 - She met with Dan Ellandro who represents the Independent Construction Service. They toured the building for possible maintenance issues.
 - The space audit will consist of furniture, carpeting, and paint for the Adult Service area and small study room. The factory will be shipping items of furniture for the library to try out. Staff will be visiting other libraries observing their furniture and functionality of that furniture.
- Strategic plan to start after the new year 2023, projected completion will be in May.
- Attended the Internet Librarian conference; Planning for the Future.
- The micro-pantry is covered by liability insurance. Working with Sertoma to keep it stocked. It will be located in the courtyard.
- Assistant Director Report
 - The locker project is now completed.
 - A total of \$17,000 was spent from the \$20,000 grant money received. \$3,000 was given back.
 - The Venezuelan families were brought to the library for temporary library cards and resource information by the South Suburban Immigrant Project.
 - License plate stickers renewal is ready to go; waiting to purchase a new cash register.

IX. President's Report

- The Board saw the new copiers and scanners purchased by the library.
- A recap of the Board Retreat from members who were in attendance reported that the Retreat went well.
- Strategic plan will begin the first of the year 2023.
 - Heading up the sub-committee will be Trustee Hunigan and Trustee Gillis. They will be responsible for letting the Board know when meetings are occurring.
- We are allocating special dollars for the black History Month programs.

- Interim Director Webb indicated that there is a mobile Black History Museum that plans are in the works for.
- Trustee Babayode reported that he would like to have a Building, Grounds & Equipment meeting before the end of the year.

X. New Business

- Trustee Coleman made a motion to approve the Tax Levy Ordinance 2022-4. Seconded by Trustee Babayode. Roll call vote.

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

Motion carried.

- Trustee Coleman made a motion to approve proposal of Dan Ellandro, Independent Construction Service in the amount of \$2,900. Seconded by Trustee Brumfield. Roll call vote.

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

Motion carried.

Trustee Coleman 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 ILCS 120/) Open Meeting Act.

The Board went into closed session at 8:05 pm.

The Board came out of closed session at 8:55. No action to be taken based on the results of the closed session.

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

The Board meeting ended at 8:57 pm.

Andrea Williams, Board Secretary

Lauretta Benford, Administrative Assistant