

**Matteson Area Public Library District  
Board of Trustees  
Meeting Minutes  
October 11, 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, Beverly Coleman, Harold Gillis, Andrea Williams, Temitope Babayode. Also present were Interim Director Nikeda Webb, Assistant Director Thom Webb, and Administrative Assistant Laretta Benford. Trustee Donna Brumfield was 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 August disbursements of \$32,205.83 for operating invoices, and \$194,270.90 for payroll related expenses, for a total disbursement of \$226,476.73. 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.

VII. Thom Webb, Customer Service Manager Presentation

- Thom reported on his department, staff, direction in which the department is heading and an overview of the community and the patrons we currently have.

VIII. Interim Director Report

- Interim Director Nikeda Webb reported on the building updates.
  - Had to have Perm-a-seal back out to look at the electric room which is still leaking.
  - On October 26 at 10:00 the Building, Grounds and Equipment Committee will be meeting with the consultant (Independent Consultants) to address maintenance issues.
- New copier was purchased. Trustee Hunigan suggested that the Board be brought in to look at the new copier and the new scan and fax station at the next Board meeting.
- Space audit will be consisting of painting, carpeting and furniture. No date has been determined for another meeting.
  - Board is concerned with the timeline of the renovations; when project will start and possible completion date.
- Trustee Babayode will schedule a Buildings, Grounds & Equipment meeting in the near future.
- Packets have been distributed to perspective candidates for the vacant Board seats. Packets may be picked up at the front desk.
- The facilitator has been selected for the Strategic Plan; Sarah Keister & Associates.
- In Service will be held in Oak Forest and presented by ATLAS (Area Training for Librarians and Staff). It is mandatory that the entire staff be in attendance. The in service will be December 2, 2022. The theme for the in service is Customer Service. The library will be closed on that date.
- The MAPLD has been chosen to be the recipient of the Micro-pantry; in conjunction with Sertoma. Micro-pantry is a free standing structure that holds non-perishable food items. The food is available to whoever needs or wants it. The community and other organizations will help to replenish it.

IX. President's Report

- Trustee Brumfield reported on breakfast and lunch items for the Board retreat.
- Trustee Hunigan asked the Committee chairs to report on any updates from their respective Committees.
  - Trustee Coleman indicated that the Finance Committee met and worked on adjustments to the working budget.

- Thom reported that the only delay with the license plate stickers is getting another bank account.

X. Open Items

- Trustee Gillis reported that the Annual Board Holiday Gathering would be December 3 at 4:00 in the afternoon at Maple Tree Inn, 18849 Dixie Hwy, Homewood.

XI. New Business

- Trustee Coleman made a motion to introduce and table Tax Levy Ordinance 2022-4. Seconded by Trustee Gillis. Roll call vote.

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

Motion carried.

- Trustee Gillis made a motion to allow the disposition of the old patron copier. 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 Gillis made a motion to adjourn the meeting. Seconded by Trustee Williams. Ayes 6. Nays 0. Motion carried.

The Board meeting adjourned at 8:30 pm.

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Andrea Williams, Board Secretary

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Lauretta Benford, Administrative Assistant