

**Matteson Area Public Library District**  
**Board of Trustees**  
**Meeting Minutes**  
**August 9, 2022**  
**7:00 pm**  
**Building Walk-Through (Space Auditor Information)**  
**6:30 pm**

The building walk-through commenced at 6:30 pm with Trustees Hunigan, Gillis, Brumfield, Interim Director Webb, and Assistant Director Webb. The auditors were also present.

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, Donna Brumfield. Also present were Interim Director Nikeda Webb, Assistant Director Thom Webb, Administrative Assistant Loretta Benford. Trustees Andrea Williams and Jonathan Currin were absent. Trustee Temitope Babayode arrived after roll call.

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 Brumfield. Roll call vote.

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

Motion carried.

VI. Consideration of Financial Reports and Related Financial Concerns

- Trustee Coleman made a motion to approve June disbursements of \$58,394.16 for operating invoices, and \$131,798.96 for payroll related expenses, for a total disbursement of \$190,193.12. Seconded by Trustee Babayode. Roll call vote.

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

Motion carried.

VII. Nikeda Webb Interim Director Report

- Nikeda reported on the Village asking that the West Lot be mowed so it can be used for parking during the Village concert. She indicated that she allowed them to use the lot but decisions should be made as to the direction we plan to go in regards to the future of the West Lot.
- The electrical room crack is deeper than expected. At present looking at other companies to get additional quotes. It was determined that the library might have to close down for at least four days while repairs are made.
- Nikeda indicated that the Space Auditors will be returning to the library and since none of the Trustees were able to meet with them the first time, we can schedule another time for them to come back and meet with the Trustees. Looking into some dates that will be convenient for both the Auditors and the Trustees.
- Looking at revamping the newsletter and the website. Stay tuned for those changes. Looking at new printing companies as well.
- Currently has two quotes for the strategic plan, looking for a third.

VIII. President's Report

- Trustee Gillis gave his review of Chapter 10 of the Board Policy Manual.
  - o It was suggested that the policy for the meeting room be reviewed.
  - o Look at our policy for renting the room and the liability accessed to the person renting the room.
- Trustee Hunigan suggested adding a new policy 10.7; Recognition for Long-Term Employees, Retiring Staff and departing Board Members to the Board Policy.
  - o The actual wording of the policy will be shared at the August Board meeting.
- Naming of library facilities is solely the responsibility of the Library Trustees.
- Trustee Hunigan suggested adding 10.8 Naming of Library Facilities. The actual wording of the policy will be shared at the August Board meeting. Naming of library facilities is solely the responsibility of the Library Trustees.

- Trustee Babayode updated the Board on the outcome of the Building, Grounds and Equipment meeting.
  - o Get additional quotes on the electrical panel
  - o The fence on the patio needs to have the door replaced; a small expense.
  - o Exposed wires in ceiling in electrical room needs to be bundled
- Trustee Gillis and Currin will be asked chair this committee. Trustee Hunigan briefed the Board on Local Government Efficiency which requires Library District per Public Act 102-1088 to form a committee to study local efficiencies and report recommendations regarding efficiencies and increased accountability to the county board by June 9, 2023.
- Trustee Gillis will spearhead auditing of the financial reports.

#### IX. New Business

- Trustee Brumfield made a motion to approve Ordinance 2022-1, setting the monthly meeting dates for the Board of Trustees for FY2022-23. Seconded by Trustee Coleman. Ayes 5. Nay 0. Motion carried.
- Trustee Brumfield made a motion to approve Resolution 2022-1, setting dates for Holiday Closings for FY 2022-23. Seconded by Trustee Coleman. Ayes 5. Nays 0. Motion carried.
- Trustee Brumfield made a motion to approve Resolution 2022-2, Authorizing an Emergency Cash fund to operate like a working cash fund. Seconded by Trustee Coleman. Ayes 5. Nays 0. Motion carried.
- Trustee Brumfield made a motion to approve Resolution 2022-3, Authorization for Trustees to sign checks. Ayes 5. Nays 0. Motion carried.
- Trustee Brumfield made a motion to approve Resolution 2022-4, the Special Reserve Fund Plan. Seconded by Trustee Coleman. Ayes 5. Nays 0. Motion carried.
- Trustee Brumfield made a motion to approve Resolution 2022-5 Requesting the Assessing of Impact Fees by the Village of Matteson on new development on the library's behalf. Seconded by Trustee Coleman. Ayes 5. Nays 0. Motion carried.
- Trustee Brumfield made a motion to approve Resolution 2022-6, Authorizing Public Library Non-Resident Cards. Seconded by Trustee Coleman. Ayes 5. Nays 0. Motion carried.

- Trustee Brumfield made a motion to retain Klein, Thorpe and Jenkins as legal counsel for liability issues; HR Source for HR Issues; Alliant Employee Benefits for the library staff benefit agency, Cook and Kocher for liability insurance agents. Seconded by Trustee Coleman. Ayes 5. Nays 0. Motion carried.
- Trustee Brumfield made a motion to approve revisions to the Personnel Handbook. Seconded by Trustee Coleman. Ayes 5. Nays 0. Motion carried.
- Trustee Brumfield made a motion to go into closed session for reasons pertaining to “appointment, employment, compensation, or discipline of a particular employee” Illinois State Statute (5ILCS 120/) Open Meetings Act.

The Board went into closed session at 8:30 pm.

The Board reconvened at 9: 10 pm.

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

- None

XII. Final Thoughts

- Trustee Hunigan suggested that at the next meeting the attendees of the ALA Conference summarize their experience at the various workshops, etc.

XIII. Correspondence

- Trustee Brumfield read a letter from ALA confirming and thanking Trustee Gillis for his attendance at the conference.
- Trustee read two comment cards from a patron thanking Laretta for her helping them with notaries.
- Nikeda passed out an article from Puppet magazine with a story written by Ms. Susan and Mr. Joseph.
- Nikeda will schedule a meeting with the Board and Space Auditor on Wednesday, July 27th at 6:30 pm.

Trustee Gillis made a motion to adjourn the meeting. Seconded by Trustee Brumfield. Ayes 5. 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