

Matteson Area Public Library District
Board of Trustees
Meeting Minutes
December 13, 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, Jonathan Currin, Harold Gillis, Temitope Babayode, Andrea Williams, and Donna Brumfield. Also present were Director Nikeda Webb, Assistant Director Thom Webb. Administrative Assistant Laurretta Benford and Trustee Beverly Coleman were 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 Brumfield. Roll call vote.

❖ Howard Hunigan-yes	❖ Harold Gillis-yes
❖ Donna Brumfield-yes	❖ Johnathan Currin-yes
❖ Andrea Williams – yes	❖ Temitope Babayode -yes

Motion carried.

VI. Consideration of Financial Reports and Related Financial Concerns

- Trustee Currin made a motion to approve November disbursements of \$51,810.22 for operating invoices, and \$128,760.83 for payroll related expenses, for a total disbursement of \$180,571.05. Seconded by Trustee Babayode. Roll call vote.

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

Motion carried.

VII. Director Report

- Director Nikeda Webb reported on the Strategic Plan next steps.
 - o Sarah, the facilitator would like to do phone conversations with each Trustee the week of January 10, 2023.
 - o Email me a contact phone number and the best time to reach you; general time or specific. Need that information by December 22, 2022

- In Service for staff was December 2 in Oak Forest with other area libraries. Two speakers presented; one on customer service and one on quality, diversity and inclusion. The rest of the day was spent at the library with meetings, demonstrations, and trainings.

- The Winter Wonderland program was a big success. We had over five hundred people in attendance throughout the day. There was something for everyone; adults and kids. We are looking forward to our programs in February, March, April, and our Fan Fest. Looking to have more bus trips.

- Dan Ellandro from Independent Consultant Services will begin on the electric room after the holidays.

- Assistant Director Report
 - o License plate stickers renewal is ready to go; waiting to purchase a new cash register, should be in place the beginning of next year.

- Active shooter drill is in preparation; working with the police department.

VIII. President's Report

- Working Budget, we need to get started on it. We need to get a meeting scheduled.

- Trustee Williams will be working on closed session minutes.

- Building, Grounds and Equipment has scheduled a meeting for December 16 at 6:00 pm. The architect's proposal will be on the agenda.

IX. New Business

- Trustee Hunigan made a motion to approve the hiring of Interim Director Nikeda Web as Library Director of the Matteson Area Public Library District beginning January 1, 2023. Seconded by Trustee Brumfield. Roll call vote.

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

- Trustee Hunigan will work with the Marketing staff to present Director Webb to the community via the library newsletter.

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

At 7:35 pm the meeting was reopened for recognizing correspondence. Trustee Williams read a letter of thank you for Susan Fulcher and a thank you letter from Robin Kelly for the passport day.

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

The Board adjourned at 7:40 pm.

Andrea Williams, Board Secretary

Lauretta Benford, Administrative Assistant