

**Matteson Area Public Library District
Board of Trustees Regular Meeting
March 14, 2023
7:00 p.m.**

Items that are not listed on the agenda are for discussion only.

- A. **Call to Order**
Our Mission: The library enables discovery, engages imagination, inspires innovation, and connects with our community.
Theme: Visioning as a Board the Library of the Future
- B. **Roll Call**
- C. **Pledge of Allegiance**
- D. **Opportunity for Public Comment**
- E. **Consent Agenda: ROLL CALL VOTE REQUIRED**
All items on the Consent Agenda are considered to be routine in nature and will be enacted in one motion. There will be no separate discussion of these items unless a Board member so requests, in which event, the item will be removed from the Consent Agenda and considered before the Active Agenda segment begins.
 - 1. Approval of the Agenda for March 14, 2023
 - 2. Approval of Minutes for the Regular Board Meeting of Feb. 14, 2022
 - 3. Approval of the Minutes for the Student Trustee Committee Meeting of February 28, 2023
 - 4. Approval of the Minutes for the Personnel Committee Meeting of February 28, 2023
- F. **Items removed from the Consent Agenda**
- G. **Consideration of Financial Reports and related Financial Concerns**
 - 1. Motion to approve February disbursements of **\$78,621.35** for operating invoices, and **\$152,950.45** for payroll related expenses, for a total disbursement of **\$231,571.80**.
 - 2. Other
- H. **Board Policy 6.4 Auditor's Report-O'NEILL & GASPARDO, LLC Brett Moeller**
- I. **Review Of Working Budget/Draft of Personnel Budget**
- J. **Director and Assistant Director's Report**
 - 1. Staff-Retirements, Trainings
 - 2. Strategic Plan Update
 - 3. Electric
 - 4. General Policy Review-Section 2
 - 5. ALA-Chicago June 2023

6. Building-Water

K. **President's Report**

1. Review of By-Laws **Article VI:Committees**
2. Update Trustees Representatives **(Hand-out)**
3. Election of officers /**Board Policy V: Officers** in May
4. Last day for filing Statement of Economic Interest 4/30/2023
5. LACONI Trustee Banquet/May 19, 2023 **(Hand-out)**
6. Committees update

L. **Open Items**

M. **New Business**

Motion to keep minutes from previous Closed Sessions closed. Illinois State Statute 5 ILCS 120/2.06(d)

N. **Correspondence**

O. **Next Month Meeting (Possible Agenda Items)**

- Computer Services Presentation
- Finish updates **Article VII-Article IX By-Laws** (Formal Approval of By-Laws at the May 2023 meeting)
- Any other suggested items?

P. **Closed Session**

Motion to go into closed session under Section 2 (c) (1) of the Open Meetings Act for the performance of a specific employee as mandated by Section 2.06 of the Open Meetings Act (21). Review the minutes of closed session meetings. (2) Deliberation concerning salary schedules.

Q. **Return to Open Session**

R. **Actions to be taken based on the results of the Closed Session**

S. **Adjournment**

Note: Individuals having questions regarding accessibility of the meeting or facilities are requested to contact the Library Administrative offices promptly at (708) 748-4431 to allow the Library to make reasonable accommodations.

CHECK SIGNING SCHEDULE

March 14	Beverly Coleman	Temitope Babayode	Andrea Williams
March 28	Jonathan Currin	Howard Hunigan	Donna Brumfield

Trustees who will be out of town during the next month should notify the library's Business Office and provide their contact information.

Matteson Area Public Library District
Board of Trustees
Meeting Minutes
February 14, 2023
7:00 pm

Call to Order

- President Hunigan called the meeting to order at 7:00 pm.

I. Roll Call

- Present were Trustees Howard Hunigan, Harold Gillis, Temitope Babayode, Andrea Williams, Beverly Coleman, Jonathan Currin, and Donna Brumfield. Also present were Director Nikeda Webb, Assistant Director Thom Webb, Andy Murgas Computer Service Manager, and Administrative Assistant Laretta Benford.

II. Pledge of Allegiance

III. Opportunity for Public Comment

- No public present.

IV. Items Removed from the Consent Agenda

- Trustee Coleman asked that the minutes from the Finance Committee indicate that it was a combined meeting with Building, Grounds & Equipment on February 2, 2023.

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	❖ Jonathan Currin-yes
❖ Andrea Williams – yes	❖ Temitope Babayode –yes
❖ Beverly Coleman - yes	

Motion carried.

VI. Consideration of Financial Reports and Related Financial Concerns

- Trustee Coleman made a motion to approve January disbursements of **\$43,194.79** for operating invoices, and **\$138,893.49** for payroll related expenses, for a total disbursement of **\$182,088.28**. 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
❖ Beverly Coleman - yes	

Motion carried.

VII. Director Report

- Director Nikeda Webb reported that she had spoken to Sara who is facilitating the Strategic Plan. Nikeda indicated that the surveys for the staff had already been distributed. Sara made calls to some of the Trustees and will email and reach out to the other Trustees to schedule a mutual time to talk.
- Assistant Director Thom Webb reported on the electrical room leakage issues. It seems to Dan Ellandro the Independent Consultant that the leakage is coming from the back door when the rain is coming from the north.

The solution might be to remove the sidewalk south of the back door and fix the leak in the foundation.

- Trustee Hunigan reminded the Board that we allocated additional dollars for the February special activities and a hand-out was given denoting the money that was spent. He commended the Director and the staff for a job well done.

Black History Reception was a huge success. 150 people were in attendance. The mobile museum welcomed more than 100 of those guests.

On Saturday, February 18 the 1619 Project Musical will be presented here at the Library. Other programs are planned throughout the month; soul food cooking, the 1619 movies series, and many more events are planned.

- Two candidates are on the ballot for the Board; Donna Brumfield and Temitope Babayode, both running unopposed.
- The Governor made an important announcement regarding the passage of SB208, the paid leave for ALL WORKERS ACT. We will be updating the Personnel Policy regarding paid leave for part-time staff.

VIII. President's Report

- President Hunigan has suggested having Trustee Student representatives as part of the Board. Trustees Brumfield, Currin, and Williams will form a Committee pertaining to the student representative to help with the By-Laws and suggested changes. They will bring to the next Board meeting their thoughts. This will be an agenda item at the next meeting.

- Trustee Hunigan reviewed Section 4 of the Board By-Laws and noted that there were major changes in the role of the Treasurer.
- The Board's written self-evaluation was completed at the Board Retreat.
- Director Webb indicated that it was unclear as to exactly what the Decennial Committee wanted by way of a report. She will continue to investigate and report her findings to the Board.
- The LACONI Banquet will be on May 19, 2023. If you are interested in attending, please contact Administrative Assistant Laretta Benford in the Administrative Office.
- The following meetings were scheduled. Student Rep Committee was scheduled for February 28 at 5:00. The Personnel Committee meeting was scheduled at 5:30 right after the Student Rep Committee.

IX. Closed Session

- Trustee Williams made a motion to go into closed session under Section 2 (c) (1) of the Open Meeting Act for the performance of a specific employee as mandated by Section 2.06 of the Open Meeting Act (21). Review the minutes of closed session meetings. (2) Deliberations concerning salary schedules. 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
❖ Beverly Coleman - yes	

Motion carried.

The Board went into closed session at 8:10 pm.

The Board reconvened at 8:35 pm.

X. No action to be taken as result of the closed session.

Trustee Hunigan made a motion to adjourn the meeting. Seconded by Trustee Gillis. Ayes 7. Nays 0. Motion carried. The Board meeting adjourned at 8:40 pm.

Andrea Williams, Board Secretary

Laretta Benford, Administrative Assistant

Matteson Area Public Library District
Board of Trustees
Student Trustee Committee
February 28, 2023
5:00 pm.

I. Call to Order

The meeting was called to order at 5:15 pm by Trustee Brumfield.

II. Present

Trustees Howard Hunigan, Jonathan Currin, Harold Gillis, and Donna Brumfield.
Trustee Williams arrived at 5:20 pm. Also present was Assistant Director Thom Webb.

III. Opportunity for Public Comments

None

IV. Criteria Needed to Become a Student Trustee

- Candidate must live within the boundaries of the library district.
- How long they will serve

V. Advertising

- Newsletter
- Reach out to two superintendents
- Utilize Matteson Public Library's school liaisons

VI. Next Steps

- Edit language for who they want and how long they will serve
- Work on the application process
- Implement by August,

VII. Final Thoughts

VIII. Motion to Adjourn

Trustee Brumfield made a motion to adjourn. Seconded by Trustee Gillis.

Matteson Area Public Library District
Board of Trustees
Personnel Committee
February 28, 2023
5:30 pm.

I. Call to Order

The meeting was called to order at 5:40 pm by Trustee Williams

II. Present

Trustees Howard Hunigan, Andrea Williams, Beverly Coleman, Jonathan Currin, Harold Gillis, and Donna Brumfield. Also present was Assistant Director Thom Webb.

III. Opportunity for Public Comments

None

IV. Motion to go into Closed Session

- Trustee Brumfield made a motion to go into closed session under Section 2 (c) (1) of the Open Meetings Act for the performance of a specific employee as mandated by Section 2.06 of the Open Meeting Act (21). Review the minutes of closed session meetings. (2) Deliberations concerning salary schedules. Seconded by Trustee Coleman.

V. No action to be taken as a result of closed session

VI. Final Thoughts

- A finance committee meeting was scheduled for March 9 at 5:00 pm

**Matteson Area Public Library District
Bank Statements
February 2023**

Chase Operating Checking (3159)

Beginning Balance	\$177,609.94	
Deposits	\$307,000.00	
Checks & Payments	\$78,596.35	
Uncleared Transactions	\$13,977.05	
Fees	\$25.00	
Ending Blanace		<u>\$392,011.54</u>

Chase Payroll Checking (8526)

Beginning Balance	\$165,564.60	
Deposits	\$500,000.00	
Interest	\$0.00	
Checks & Payments	\$152,950.45	
Uncleared Transactions	\$463.94	
Ending Blanace		<u>\$512,150.21</u>

First American - Cash Fund

Beginning Balance	\$273,674.24	
Deposits	\$3,454.27	
Debits	\$0.00	
Checks Issued/transfer out	\$0.00	
Ending Blanace		<u>\$277,128.51</u>

First American - Plates

Beginning Balance	\$988.15	
Deposits	\$0.00	
Debits	\$4.50	
Checks Issued/transfer out	\$0.00	
Ending Blanace		<u>\$983.65</u>

Emergency Cash Fund (4880)

Beginning Balance	\$230,470.94	
Deposits	\$0.00	
Interest	\$8.78	
Checks Issued/transfer out	\$0.00	
Ending Blanace		<u>\$230,479.72</u>

Corporate Fund (4773)

Beginning Balance	\$1,539,601.93	
Deposits	\$16,758.57	
Interest	\$42.62	
Checks Issued/transfer out	\$800,000.00	
Ending Blanace		<u>\$756,403.12</u>

Equipment Fund (4898)

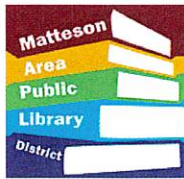
Beginning Balance	\$25,258.31	
Deposits	\$0.00	
Interest	\$0.96	
Checks Issued/transfer out	\$0.00	
Ending Balance		<u>\$25,259.27</u>

Special Reserve Fund (4906)

Beginning Balance	\$1,639,447.76	
Deposits	\$0.00	
Interest	\$62.43	
Checks Issued/transfer out	\$0.00	
Ending Blanace		<u>\$1,639,510.19</u>

Total of all Bank Accounts

\$3,833,926.21



Matteson Area Public Library District

The undersigned, being two members of the Board of Trustees of the Matteson Area Public Library District, and the Librarian of said District do hereby certify and warrant the following as proper obligations against the District and said Librarian has so certified to the Board of Trustees the correctness of each of said disbursements and the Board of Trustees has approved each of said disbursements for payment by the said District by Board action.

DISBURSEMENT WARRANT

Board Meeting Date: March 14, 2023

Disbursements for Approval or Ratification:

Vendor Disbursements

		Debit / Check #	
February	Utilities	Water, Garbage, Internet	1,963.16
February	Electronic Payments	Chase Card	4,760.55
February	Manual Checks	20301-20361	<u>28,909.19</u>
			\$ 35,632.90

Payroll Disbursements

02/03/23	Gross Payroll		50,481.62
02/03/23	Employer Payroll Taxes		12,925.73
02/17/23	Gross Payroll		65,040.81
02/17/23	Employer Payroll Taxes		17,295.59
	Gross Payroll		0.00
	Employer Payroll Taxes		0.00
February	IMRF		<u>12,667.83</u>
			\$ 158,411.58

Voided Checks Previously Issued

None		0
		0

Bank Charges

None		0
		0

Total Disbursements for Approval or Ratification

\$194,044.48

President

Secretary

Director

**Matteson Area Public Library District
February Checks Issued-Operating**

A=Annual Q=Quarterly M=Monthly

Type	Date	Num	Name	Memo	Amount	Freq.
Transfer	02/14/2023			Funds Transfer	300,000.00	
Deposit	02/14/2023			Deposit	7,000.00	
Check	02/28/2023			Service Charge	-25.00	
Check	02/07/2023	eft	Chase Card Services		-4,760.55	
Check	02/14/2023	20301	3rd Dimension Performance	Program 1619 Musical	-2,100.00	
Check	02/14/2023	20302	Alliance Entertainment	AV	-415.30	
Check	02/14/2023	20303	Amazon.com	Program Supplies, AV	-271.49	
Check	02/14/2023	20304	B Allan Graphics	Feb-Apr 2023 Newsletter	-2,105.00	
Check	02/14/2023	20305	Baker & Taylor	Books	-3,203.60	
Check	02/14/2023	20306	Barrette Seibert	PS Yoga Program	-160.00	
Check	02/14/2023	20307	Bayscan Technologies	Library Supplies	-173.91	
Check	02/14/2023	20308	CDW Government, Inc	Tech support (renewal)	-2,437.00	A
Check	02/14/2023	20309	Cintas	AED (3) Maintenance	-357.00	M
Check	02/14/2023	20310	Cooking Canvas Café	YS Soul Food Program	-500.00	
Check	02/14/2023	20311	Cynthia Morse	PS Line Dancing Program	-100.00	
Check	02/14/2023	20312	Demco, Inc	Supplies	-199.02	
Check	02/14/2023	20313	EBSCO	LibraryAware Renewal	-983.00	A
Check	02/14/2023	20314	Enterprise Office Equip.	Computer Supplies	-370.00	
Check	02/14/2023	20315	Playaway Products	Audiobooks	-340.34	
Check	02/14/2023	20316	Gale/Cengage Learning	Books	-46.48	
Check	02/14/2023	20317	Harlene Friedman	BHM Reception	-50.00	
Check	02/14/2023	20318	Hayes Mechanical	Maintenance	-662.00	Q
Check	02/14/2023	20319	Homewood Disposal	Garbage Disposal	-190.75	M
Check	02/14/2023	20320	Illinois Library Assoc.	Dues-N. Webb	-150.00	A
Check	02/14/2023	20321	Independent Con. Svcs	Electrical Room	-290.00	
Check	02/14/2023	20322	Julia Driscoll	Marketing	-300.00	
Check	02/14/2023	20323	Matteson Police Dept.	2 False Alarms	-250.00	
Check	02/14/2023	20324	Menards	Building Supplies	-74.98	
Check	02/14/2023	20325	Pro Quest Inc	Database Renewal	-1,176.10	A
Check	02/14/2023	20326	Quality Alarm Comp.	Fire Alarm Inspt/Renewal	-317.00	A
Check	02/14/2023	20327	Quill Corp.	Library Supplies	-90.84	
Check	02/14/2023	20328	Reagan Hawkins	BHM Reception Photos	-200.00	
Check	02/14/2023	20329	Record Information Svcs	Database Renewal	-1,457.00	A
Check	02/14/2023	20330	Samantha Wilhoyt	Mileage	-31.25	
Check	02/14/2023	20331	Scholastic Library Pub.	Books	-62.36	

Check	02/14/2023	20332	Sprint	Cell Phone	-43.90	
Check	02/14/2023	20333	Susan Fulcher	Program Supplies	-182.85	
Check	02/14/2023	20334	Technology Mgmt Fund	Internet	-450.00	M
Check	02/14/2023	20335	Today's Bus. Solutions	3rd 2022	-72.12	Q
Check	02/14/2023	20336	Unique Management	Collection Services	-98.50	
Check	02/14/2023	20337	United Bus	Charter Bus	-1,045.00	
Check	02/14/2023	20338	Warehouse Direct Office	Building Supplies	-284.60	
Check	02/28/2023	20339	ALA Member Services	Dues-B. Coleman	-70.00	
Check	02/28/2023	20340	Alliance Entertainment	AV	-585.56	
Check	02/28/2023	20341	Amazon.com	Supplies, Library of Things	-751.99	
Check	02/28/2023	20342	AT & T	Internet	-382.37	M
Check	02/28/2023	20343	Blackstone Publishing	Audiobooks	-862.40	
Check	02/28/2023	20344	CDW Government, Inc	Copier Supplies	-341.42	
Check	02/28/2023	20345	Daily Southtown	Renewal	-160.85	A
Check	02/28/2023	20346	Enterprise Office Equip.	Printer Supplies	-355.00	
Check	02/28/2023	20347	Gale/Cengage Learning	Books	-252.68	
Check	02/28/2023	20348	Lisa Butler	Winter Reading Prize	-50.00	
Check	02/28/2023	20349	Marlin Leasing Company	Copier Lease	-400.33	M
Check	02/28/2023	20350	Matteson Police Dept.	False Alarm	-50.00	
Check	02/28/2023	20351	Mobile Beacon	11 Hotspots	-1,375.00	
Check	02/28/2023	20352	NAEIR	Program Supplies	-91.25	
Check	02/28/2023	20353	Peerless Nextwork	Phone	-896.14	M
Check	02/28/2023	20354	Phoenix Fire System	Fire Ext. Inspection	-175.35	A
Check	02/28/2023	20355	Playaway Products	Audiobooks	-317.24	
Check	02/28/2023	20356	Proven IT	Copier Fees	-1,079.48	Q
Check	02/28/2023	20357	Regina Doriety	Print Refund	-10.00	
Check	02/28/2023	20358	Sherry Sanders	BHM Supplies & Mileage	-106.09	
Check	02/28/2023	20359	Eagle Uniform Co.	Security Uniforms	-32.00	
Check	02/28/2023	20360	Warehouse Direct Office	Building Supplies	-847.98	
Check	02/28/2023	20361	Amazon.com	Supplies	-437.83	
					<u>271,342.10</u>	
					<u>271,342.10</u>	

Matteson Area Public Library District Statistics

February 2023

Card Holders
3,443

Active
609

Unexpired
2867

Curbside
Patrons 0
Items 0

Visits
Patrons 5,947

Lockers
Patrons 5 Items 23

Homebound
Patrons 6
Items 33

Rooms
Patrons 127
Used 169

Computer Usage
5,911

AS Lab 664
YS Lab 44
Website Hits 4,153
Wi-Fi 920

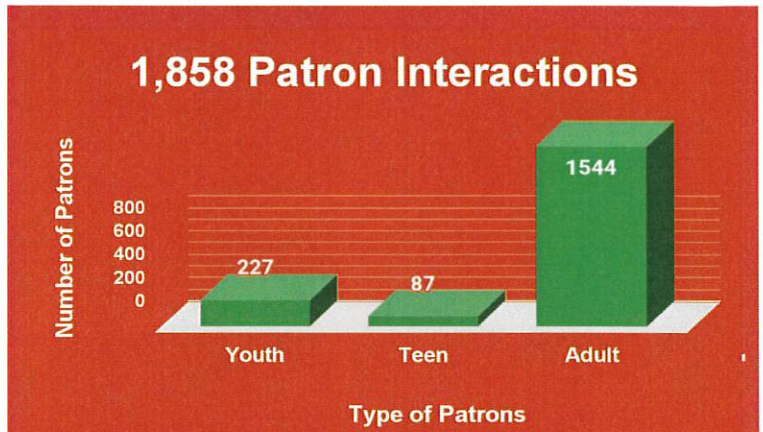
Social Media

Instagram  Followers 557

Twitter  Followers 674

Facebook  Followers 2,440

YouTube  Subscribers 297




Interlibrary Loans
2,555

OCLC Received 10
OCLC Sent 18
SWAN Received 1300
SWAN Sent 1657

Collections 1,515,836

1438416

- Print
- Digital

Checkouts 6,419

- Digital 990
- Print 4,628
- Non-Print 1,518

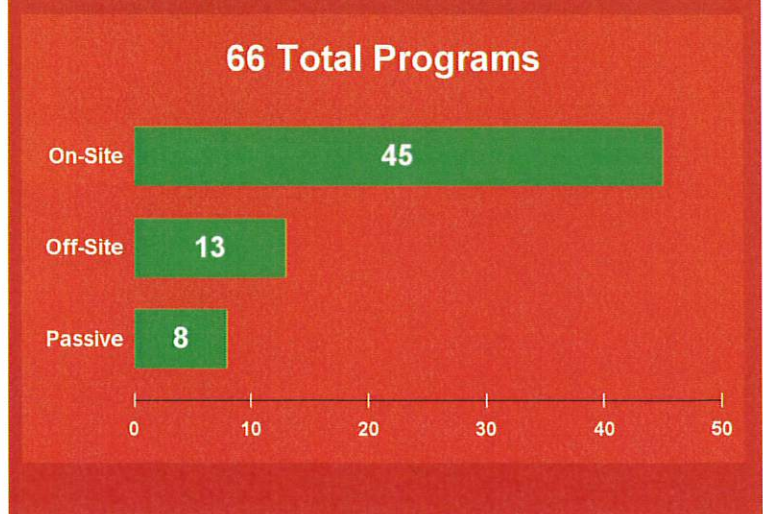


Volunteers

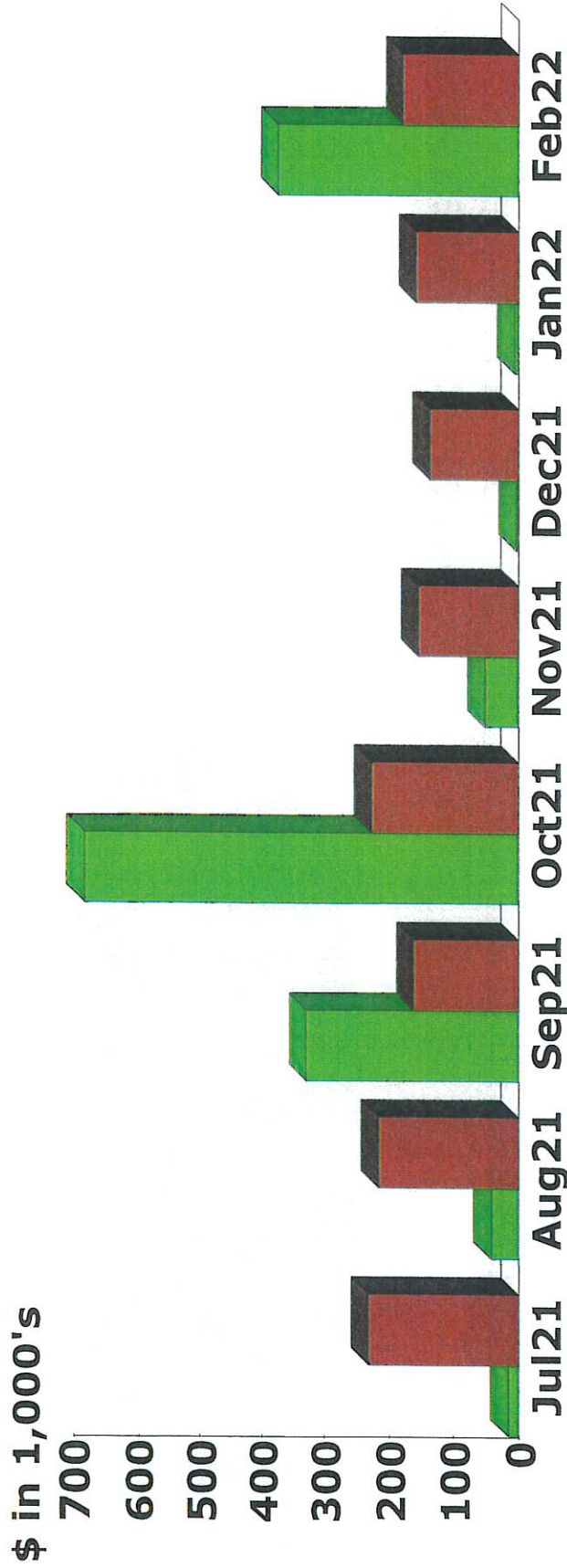
of Sessions 12
of Students 14
Total Hours 184

Databases

of databases owned 39
databases accessed 267
of times accessed 2,024

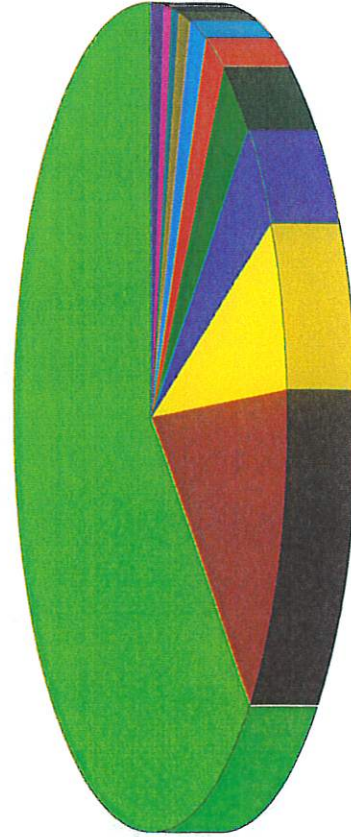


Income and Expense by Month July 2021 through February 2022



Income
Expense

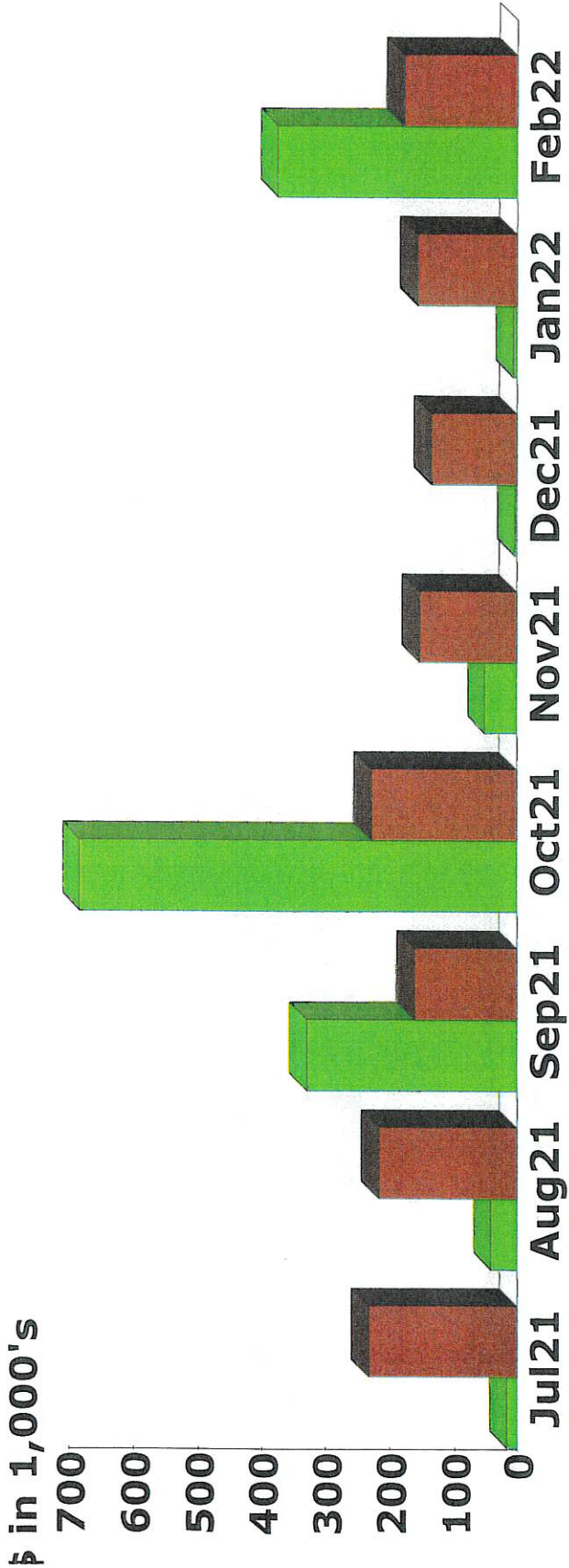
Expense Summary July 2021 through February 2022



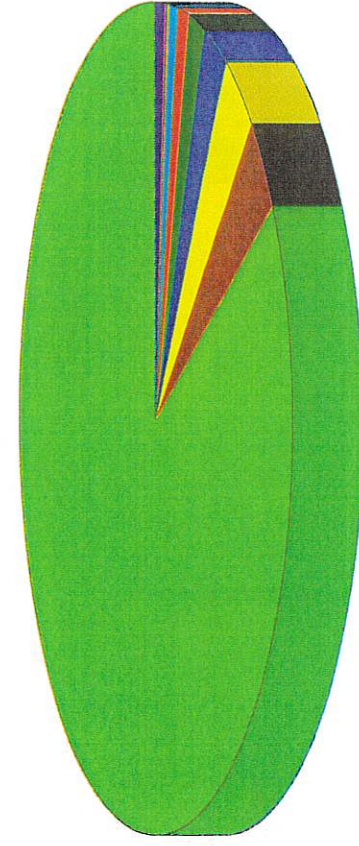
PERSONNEL	62.88%
OPER/SERV	13.24
MATERIALS	6.83
55141 - IMRF FUND - EXPENSE	4.50
65161 - SOCIAL SECURITY FUND	3.94
8 - UNEMP/LIABILITY INSURANCE	2.47
SPECIAL ACCOUNTS	2.03
OPERATING SUPPLIES	1.46
94001 - Building & Maint. Fund E	0.98
2 - Special Reserve - EXPENSE	0.85
Other	0.83
Total	\$1,462,218.12

By Account

Income and Expense by Month July 2021 through February 2022



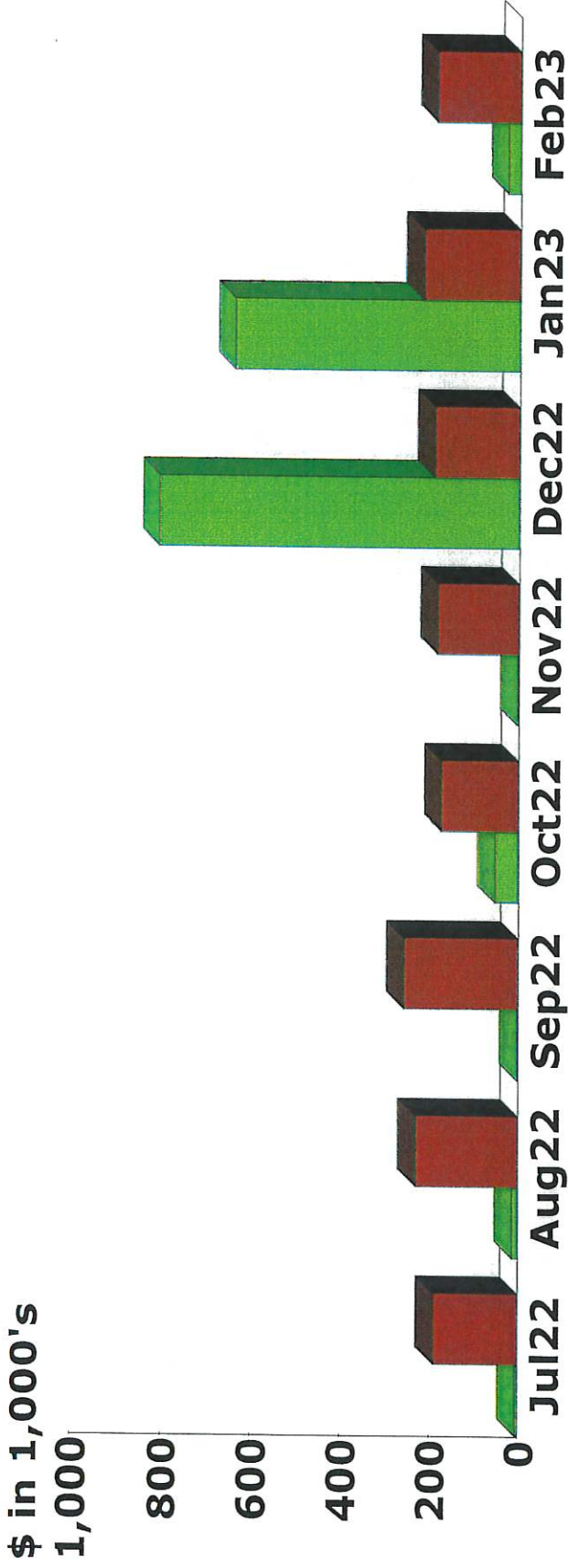
Income Summary July 2021 through February 2022



Income Account	Percentage
64000 - R.E. TAXES - SS FUND	4.10
54000 - R.E. TAXES - IMRF FUND	3.93
14600 - GRANTS	2.85
94000 - R.E. Taxes - Building Mai	2.21
84000 - R.E. TAXES - INSURANCE	1.42
14620 - PATRON SALES/FEES	1.04
74000 - R.E. TAXES - AUDIT FUNI	0.37
14661 - OTHER REIMBURSEMENT	0.18
1466 - 1466-REIMBURSEMENTS	0.18
Other	0.15
Total	\$1,504,615.50

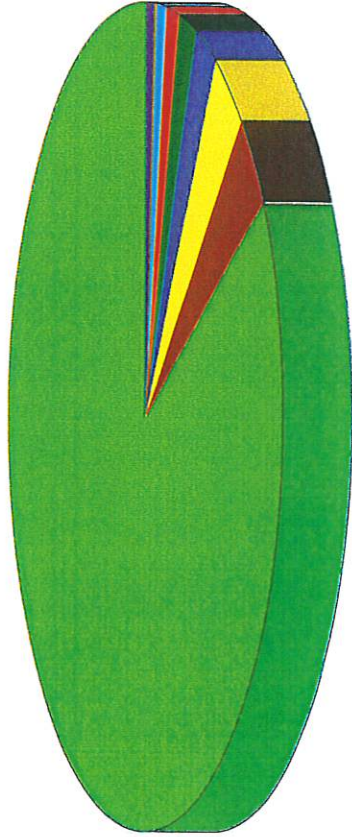
By Account

Income and Expense by Month July 2022 through February 2023



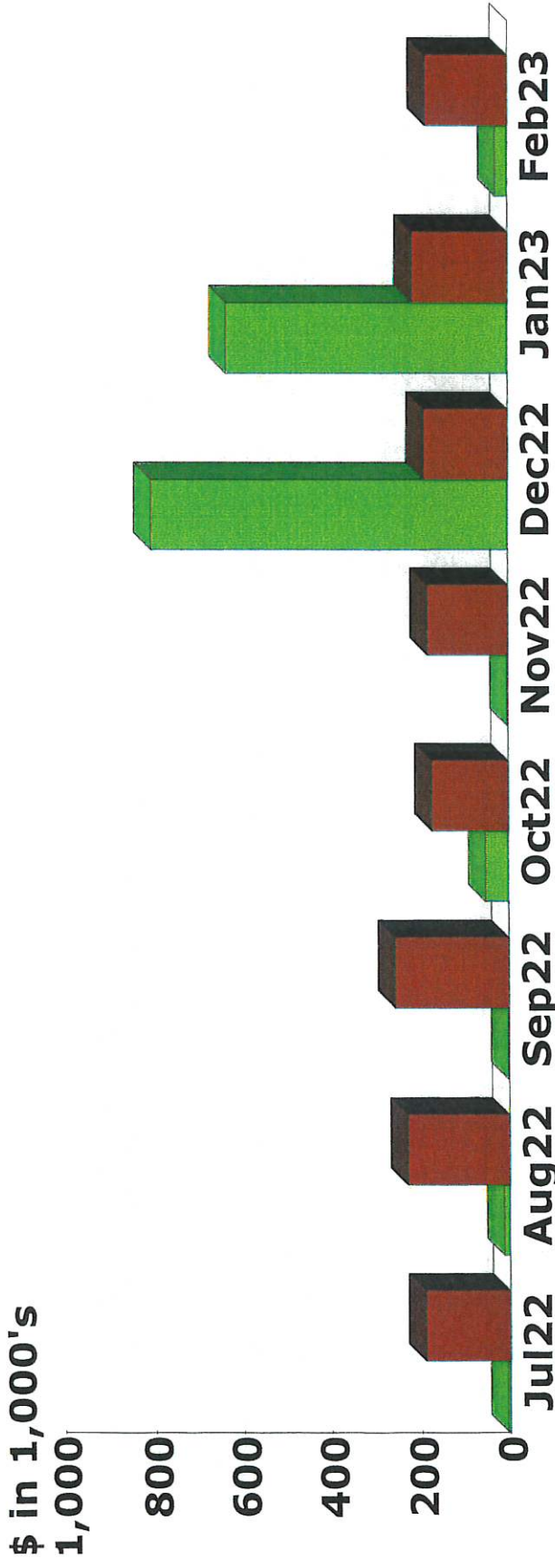
Income Summary July 2022 through February 2023

Income Account	83.72%
64000 - R.E. TAXES - SS FUND	4.10
54000 - R.E. TAXES - IMRF FUND	3.92
14600 - GRANTS	2.67
94000 - R.E. Taxes - Building Mai	2.21
14620 - PATRON SALES / FEES	1.67
84000 - R.E. TAXES - INSURANCE	1.24
74000 - R.E. TAXES - AUDIT FUNI	0.37
2.0 - Special Reserve	0.04
14540 - DONATIONS	0.03
Other	0.04
Total	\$1,550,207.15

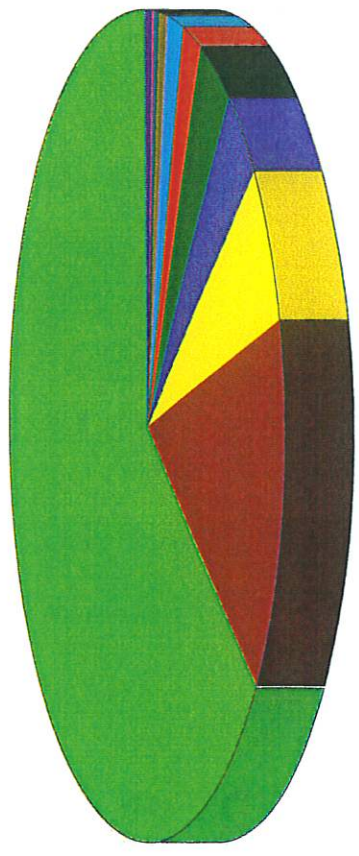


By Account

Income and Expense by Month July 2022 through February 2023



Expense Summary July 2022 through February 2023



By Account

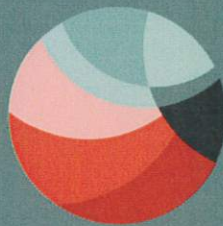
PERSONNEL	64.31%
OPER/SERV	14.90
MATERIALS	6.38
55141 · IMRF FUND - EXPENSE	4.09
65161 · SOCIAL SECURITY FUND	3.97
SPECIAL ACCOUNTS	2.17
8 · UNEMP/LIABILITY INSURAN	2.06
OPERATING SUPPLIES	1.15
74001 · AUDIT EXPENSE	0.68
17100.1 · .1 Board Expense	0.25
29100 · FURNISHINGS/EQUIPMI	0.03
Total	\$1,636,418.32

Join us for an evening of networking and conversation with Illinois Library Trustees.
Featuring a conversation between
Cyndi Robinson & Joe Filapek

LACONI Trustee Banquet

Friday, May 19th 6-11pm
The Nineteenth Century Club
Oak Park, IL

To purchase tickets and more information visit www.laconi.net



LACONI

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DEITERS & TODD
LIBRARY CONSULTING

FASTFORWARD
LIBRARIES

