

**Matteson Area Public Library District  
Board of Trustees Regular Meeting  
April 11, 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 April 11, 2023
  - 2. Approval of Minutes for the Regular Board Meeting of March. 14, 2022
  - 3. Approval of the Minutes for the Building, Grounds, and Equipment Committee Meeting of March 23, 2023
- F. **Items removed from the Consent Agenda**
- G. **Consideration of Financial Reports and related Financial Concerns**
  - 1. Motion to approve March disbursements of **\$30,265.58** for operating invoices, and **\$198,483.31** for payroll related expenses, for a total disbursement of **\$228,748.89**.
  - 2. Other
- H. **Board Policy 7.5 Annual Report (Board Highlights)**
- I. **Board Policy 4.6 Crisis Management Plan**
- J. **Director and Assistant Director's Report**
  - 1. Staff Trainings and Workshops
  - 2. Strategic Plan-April 14: Deadline for surveys
  - 3. Memorial Day Parade starts at 10 AM
  - 4. ALA-Chicago June 22-27, 2023
  - 5. Trustee Breakfast May 20th-Alsip Library

**K. President's Report**

1. Review of By-Laws **Article VII: Library Director-Article IX (Hand-out)**
2. Update Student Trustees Representatives
3. **Board Policy V:Election of 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-Building & Grounds, Finance, Personnel

**L. Open Items**

**M. New Business**

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

Motion to approve a 4% salary increase for all staff and a 5% increase for the Library Director for FY 23-24

Motion to approve as stated in **Board Policy 9.7-Recognition of Retiring Employees**  
Lauretta Benford 16 years-\$1,500.00 (June 23, 2023)  
Marsha Lotz 32 years-\$3,000.00 (May 12, 2023)

**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. 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**

April 11	Donna Brumfield	Harold Gillis	Temitope Babayode
April 25	Temitope Babayode	Beverly Coleman	Howard Hunigan

**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  
March 14, 2023  
7:00 pm**

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

I. Roll Call

- Present were Trustees Howard Hunigan, Harold Gillis, Beverly Coleman, Jonathan Currin, and Donna Brumfield. Also present were Director Nikeda Webb, Assistant Director Thom Webb, Andy Murgas Computer Service Manager, Auditor Brett Moeller from O’Neill & Gaspardo and Administrative Assistant Laretta Benford. Trustee Temitope Babayode arrived at 7:08. Trustee Andrea Williams was absent.

II. Pledge of Allegiance

III. Opportunity for Public Comment

- No public present.

IV. 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
❖ Beverly Coleman - yes	

Motion carried.

V. Consideration of Financial Reports and Related Financial Concerns

- Trustee Coleman made a 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**. Seconded by Trustee Brumfield. Roll call vote.

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

VIII. President's Report

- Trustee Hunigan reported on the By-Laws, Article 6. The President appoints all committees; Building, Grounds & Equipment, Finance & Insurance, and Personnel & Policy, and Ad Hoc Committees.
- Trustee Brumfield reported on the Student Trustee Representative committee meeting. The committee findings were: They went over the materials handed out pertaining to student representatives. Time and length of service time; one year. They are currently working on the application process time, estimating a start time in August.
- Election of Officers will be in May.
- Statement of Economic Interest is due April 30.
- LACONI Trustee Banquet is May 19, those interested in attending should contact the Administrative Office.
- Trustee Babayode scheduled a Building, Grounds & Equipment meeting for May 23, 2023.

IX. New Business

- Trustee Hunigan made a motion to remove from the agenda the motion to keep minutes from previous Closed Sessions closed. Illinois State Statute 5 ILCS 120/2.06 (d). Seconded by Trustee Gillis. Roll call vote.

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

Motion carried

X. Correspondence

- A thank you letter from Michael Kellogg, the patron whose art work hung in the library during Black History Month. He thanked the staff and the library Board for allowing him the opportunity to display his art in the library.

XI. Next Month Meeting (Possible Agenda Items)

- Complete By-Laws
- First draft application for student representatives

- Emergency preparedness
- Computer Services presentation

XII. 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). Deliberation concerning salary schedules.
- Trustee Hunigan made a motion to go into closed session. Seconded by Trustee Gillis. Roll call vote.

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

The Board went into closed session at 8:17 pm

The Board reconvened at 8:43 pm

XIII. Action to be taken based on closed session.

- It was recommended that Laretta Benford would receive \$1,500 on her retirement date. Marsha Lotz would receive \$3,000 on her retirement date. Both amounts are based on years worked at the Matteson Area Public Library.
- Trustee Hunigan made a motion to approve the retirement amounts. Seconded by Trustee Coleman. Trustee Hunigan thanks both for their service to the library.

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

The Board meeting adjourned at 8:57 pm.

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Andrea Williams, Board Secretary

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Laretta Benford, Administrative Assistant

**Matteson Area Public Library District**  
**Board of Trustees**  
**Building, Grounds & Equipment Committee**  
**March 23, 2023**  
**6:30 pm.**

**I. Call to Order**

Trustee Tem Babayode called the meeting to order at 6:32 pm.

**II. Roll Call**

Present: Trustees Tem Babayode, Harold Gillis, and Jonathan Currin. Library Director Nikeda Webb and Assistant Director Thom Webb

**III. Opportunity for Public Comments**

None

**IV. Space Audit Review and Revision**

Nikeda has identified the Marketplace and the Public Services workspace as areas that can be addressed immediately. The Marketplace area was completed in 2015 so the carpet and paint do not need to be updated. This area would only need new shelving. Nikeda has reached out to three companies for quotes for five mobile double-side shelving with acrylic end panels. The Public Services staff have selected desks for their area. Nikeda will reach out to two other architectural firms for proposals for the Public Services remodel. We currently have one from Enberg, Anderson from the Thirdway Space audit.

**V. Other**

None

**VI. Final Thoughts**

None

**VII. Motion to Adjourn**

A motion to adjourn at 7:10 pm was made by Tem Babayode and seconded by Jonathan Currin.

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

**Chase Operating Checking (3159)**

Beginning Balance	\$405,988.59	
Deposits	\$200,000.00	
Checks & Payments	\$30,240.58	
Uncleared Transactions	\$13,107.40	
Fees	\$25.00	
Ending Balance	<hr/>	<b><u>\$562,615.61</u></b>

**Chase Payroll Checking (8526)**

Beginning Balance	\$512,614.15	
Deposits	\$200,000.00	
Interest	\$0.00	
Checks & Payments	\$198,483.31	
Uncleared Transactions	\$5,798.51	
Ending Balance	<hr/>	<b><u>\$508,332.33</u></b>

**First American - Cash Fund**

Beginning Balance	\$277,128.51	
Deposits	\$3,656.38	
Debits	\$0.00	
Checks Issued/transfer out	\$0.00	
Ending Balance	<hr/>	<b><u>\$280,784.89</u></b>

**First American - Plates**

Beginning Balance	\$983.65	
Deposits	\$0.00	
Debits	\$4.50	
Checks Issued/transfer out	\$0.00	
Ending Balance	<hr/>	<b><u>\$979.15</u></b>

**Emergency Cash Fund (4880)**

Beginning Balance	\$230,479.72	
Deposits	\$0.00	
Interest	\$9.72	
Checks Issued/transfer out	\$0.00	
Ending Balance	<hr/>	<b><u>\$230,489.44</u></b>

**Corporate Fund (4773)**

Beginning Balance	\$756,403.12	
Deposits	\$575,051.67	
Interest	\$32.83	
Checks Issued/transfer out	\$400,000.00	
Ending Balance	<hr/>	<b><u>\$931,487.62</u></b>

**Equipment Fund (4898)**

Beginning Balance	\$25,259.27	
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Deposits	\$0.00	
Interest	\$1.06	
Checks Issued/transfer out	\$0.00	
Ending Balance		<u>\$25,260.33</u>

**Special Reserve Fund (4906)**

Beginning Balance	\$1,639,510.19	
Deposits	\$0.00	
Interest	\$69.12	
Checks Issued/transfer out	\$0.00	
Ending Balance		<u>\$1,639,579.31</u>

**Total of all Bank Accounts** **\$4,179,528.68**





## Matteson Area Public Library District

### DISBURSEMENT WARRANT

Board Meeting Date: **April 11, 2023**

#### Vendor Disbursements

		Debit / Check #	
March	Utilities	Water, Garbage, Internet	5,830.29
March	Electronic Payments	Chase Card	3,315.46
March	Manual Checks	20361-20410	<u>20,482.20</u>
			<b>\$ 29,627.95</b>

#### Payroll Disbursements

03/03/23	Gross Payroll		51,468.34
03/03/23	Employer Payroll Taxes		13,253.55
03/17/23	Gross Payroll		52,203.20
03/17/23	Employer Payroll Taxes		13,448.46
03/31/23	Gross Payroll		52,601.41
03/31/23	Employer Payroll Taxes		14,141.16
March	IMRF		<u>18,684.48</u>
			<b>\$ 215,800.60</b>

#### Voided Checks Previously Issued

None	0
	<hr/>
	0

#### Bank Charges

None	0
	<hr/>
	0

#### Total Disbursements

**\$245,428.55**

**Matteson Area Public Library District**  
**Checks Issued March 2023-Operating**

Type	Date	Num	Name	Memo	Amount	Freq
Check	03/07/2023	eft	Chase Card Services	Postage, Supplies, C.E.	-3,315.46	
Check	03/14/2023	20362	Alliance Entertainment	DVDs, Games	-697.27	
Check	03/14/2023	20363	Amazon.com	Supplies	-357.23	
Check	03/14/2023	20364	Anderson Lawn Services	Lights, Snow Plow, Salt	-3,495.00	
Check	03/14/2023	20365	Barrette Seibert	PS-Yoga 3/6, 13, 20, 27	-160.00	
Check	03/14/2023	20366	Beaver Shredding Inc.	Document Shredding	-70.00	
Check	03/14/2023	20367	CDW-G Inc	Webcam Mic & Privacy Cover	-269.75	
Check	03/14/2023	20368	Cintas	3 AED Maintenance	-357.00	
Check	03/14/2023	20369	Cynthia Morse	PS-Line Dancing 3/21 & 3/28	-100.00	
Check	03/14/2023	20370	Dave Herzog's Marionettes	YS Puppet Program	-300.00	
Check	03/14/2023	20371	Demco, Inc	Supplies	-245.51	
Check	03/14/2023	20372	Dot Kane	YS Program	-250.00	
Check	03/14/2023	20373	Enterprise Office Equip.	Repair & Parts-Printer	-548.00	
Check	03/14/2023	20374	Gale/Cengage Learning	Books	-120.74	
Check	03/14/2023	20375	Homewood Disposal	Garbage	-189.91	M
Check	03/14/2023	20376	Claire Beil	Marketing Services	-300.00	
Check	03/14/2023	20377	Kesha Daniels	PS-Yoga	-60.00	
Check	03/14/2023	20378	Klein, Thorpe, Jenkins	Legal-RFPs	-215.00	
Check	03/14/2023	20379	Marla Cole-Wieringa	Mileage & Supplies	-235.59	
Check	03/14/2023	20380	Menards	Supplies	-278.52	
Check	03/14/2023	20381	Nicor	Utilities-Gas	-4072.93	M
Check	03/14/2023	20382	Orkin Pest Control	Pest Control	-114.99	M
Check	03/14/2023	20383	Overdrive, Inc	Audiobooks	-943.48	
Check	03/14/2023	20384	Playaway Products.	eBooks	-421.73	
Check	03/14/2023	20385	Quill Corp.	Supplies	-1,091.30	
Check	03/14/2023	20386	Samantha Wilhoyt	Mileage	-95.13	
Check	03/14/2023	20387	Sprint	Hotspots & Cellphone	-43.90	M
Check	03/14/2023	20388	Susan Fulcher	Supplies	-219.57	
Check	03/14/2023	20389	Technology Mgmt Fund	Internet Monthly	-450.00	M
Check	03/14/2023	20390	Unique Mgmt Services	Collection Services	-108.35	M
Check	03/14/2023	20391	Village of Matteson	Utilities-Water	-312.35	M
Check	03/14/2023	20392	Weblinx	Website Hosting	-500.00	A
Check	03/28/2023	20393	Alliance Entertainment	DVDs	-94.80	
Check	03/28/2023	20394	Amazon.com	Supplies	-109.00	
Check	03/28/2023	20395	Anderson Lawn Services	Snow Plow & Salt	-510.00	
Check	03/28/2023	20396	AT&T	Internet	-381.36	M
Check	03/28/2023	20397	Baker & Taylor	Books	-3,380.19	

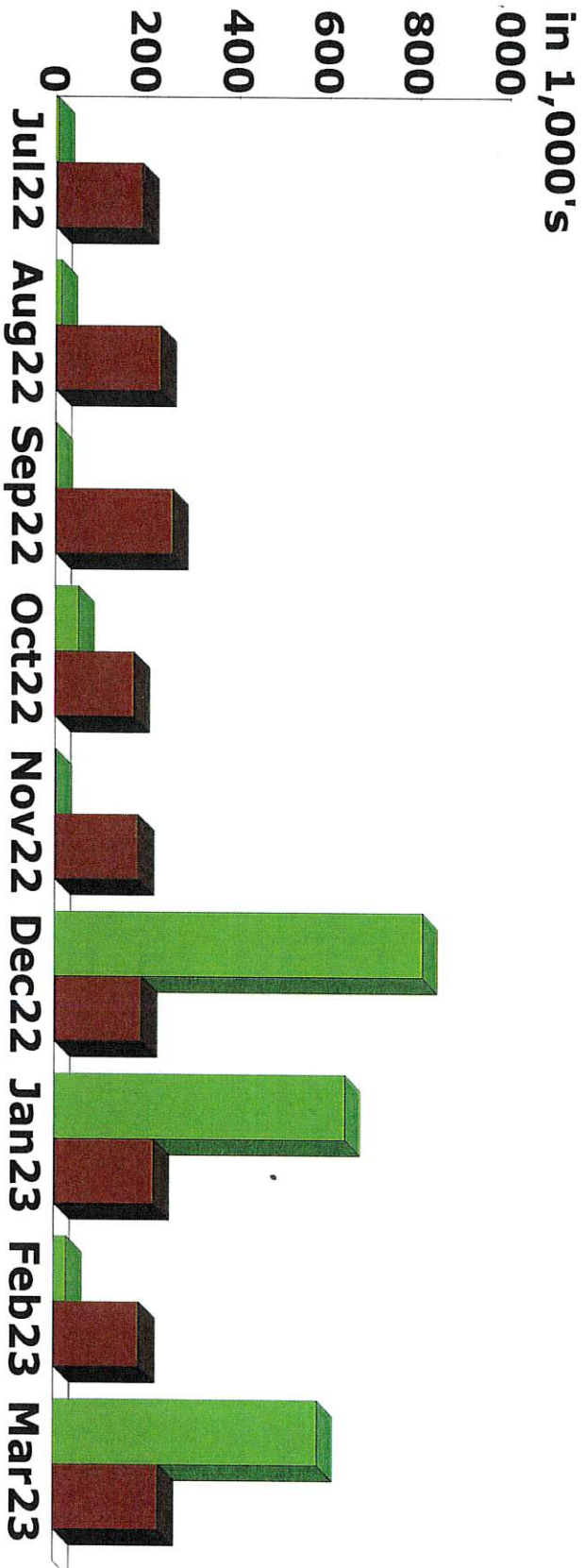
Type	Date	Num	Name	Memo	Amount	Freq
Check	03/28/2023	20398	CDW-G Inc	Toner	-259.28	
Check	03/28/2023	20399	Gale/Cengage Learning	Books	-98.21	
Check	03/28/2023	20400	Kammia Carroll	Meeting Room Refund	-75.00	
Check	03/28/2023	20401	Library Works, Inc.	Webinar	-100.00	
Check	03/28/2023	20402	Lisa Butler	Supplies	-195.39	
Check	03/28/2023	20403	Marlin Leasing Corp.	Copier Lease	-490.46	M
Check	03/28/2023	20404	Meridian IT	Maintenance	-415.00	Q
Check	03/28/2023	20405	Michael Gershbein	PS-Online Safety Program	-250.00	
Check	03/28/2023	20406	Orkin Pest Control	Pest Control	-114.99	M
Check	03/28/2023	20407	Otis Elevator Co.	Inspection & Maintenance	-1,520.26	A/Q
Check	03/28/2023	20408	Peerless Network	Phone	-692.19	M
Check	03/28/2023	20409	Quality Alarm Co.	Lease & Monitoring	-783.00	Q
Check	03/28/2023	20410	Susan Fulcher	Supplies, C. E.	-220.11	
					<u>-29,627.95</u>	
					<u><u>-29,627.95</u></u>	

**Matteson Area Public Library District  
March 2023 Tax Receipts**

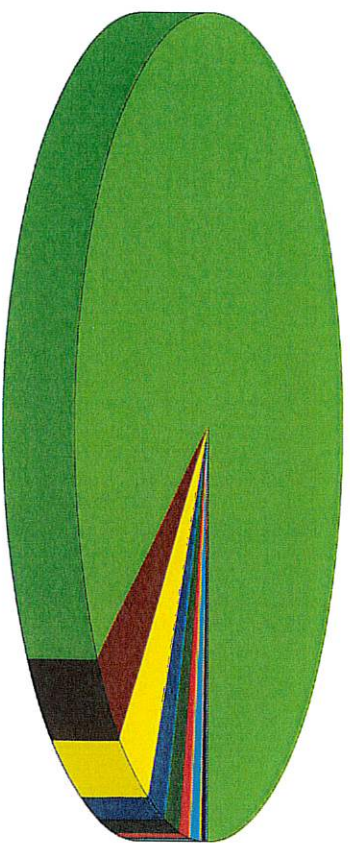
Total Deposits      \$603,495.84  
 Refunds-              \$28,444.17  
**Balance              \$575,051.67**

Fund	Account #	Rate	Amount
General Fund	14001	1.400116	\$530,152.50
Audit Fund	74000	0.003941	\$2,266.48
IMRF Fund	54000	0.042251	\$24,296.68
Insurance Fund	84000	0.013401	\$7,706.04
SS Fund	64000	0.044143	\$25,384.59
Building Fund	94000	0.023806	\$13,689.55
	14020	Interest	\$0.00
		Total	\$603,495.84
	14002	-Refunds/Losses	\$28,444.17
			<b>\$575,051.67</b>

# Income and Expense by Month July 2022 through March 2023



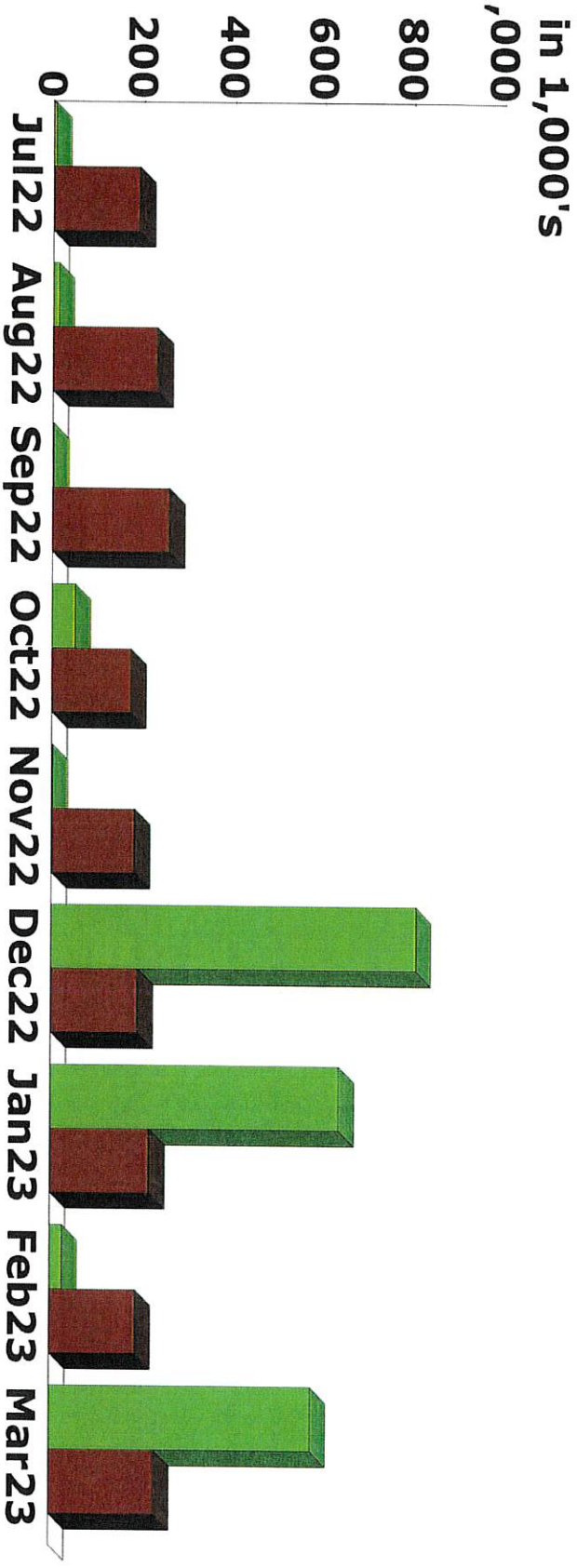
## Income Summary July 2022 through March 2023



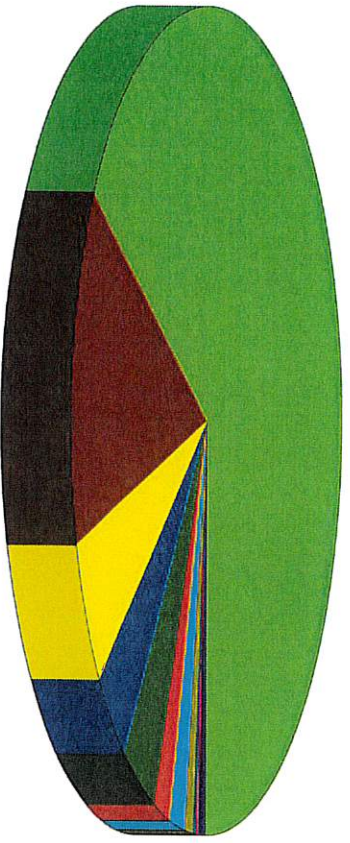
Income Account	84.53%
64000 · R.E. TAXES - SS FUND	4.18
54000 · R.E. TAXES - IMRF FUND	4.00
94000 · R.E. Taxes - Building Mai	2.25
14600 · GRANTS	1.94
14620 · PATRON SALES/FEES	1.36
84000 · R.E.TAXES - INSURANCE	1.27
74000 · R.E.TAXES - AUDIT FUNT	0.37
14540 · DONATIONS	0.05
2.0 · Special Reserve	0.03
Other	0.03
<b>Total</b>	<b>\$2,128,979.57</b>

By Account

# Income and Expense by Month July 2022 through March 2023



## Expense Summary July 2022 through March 2023

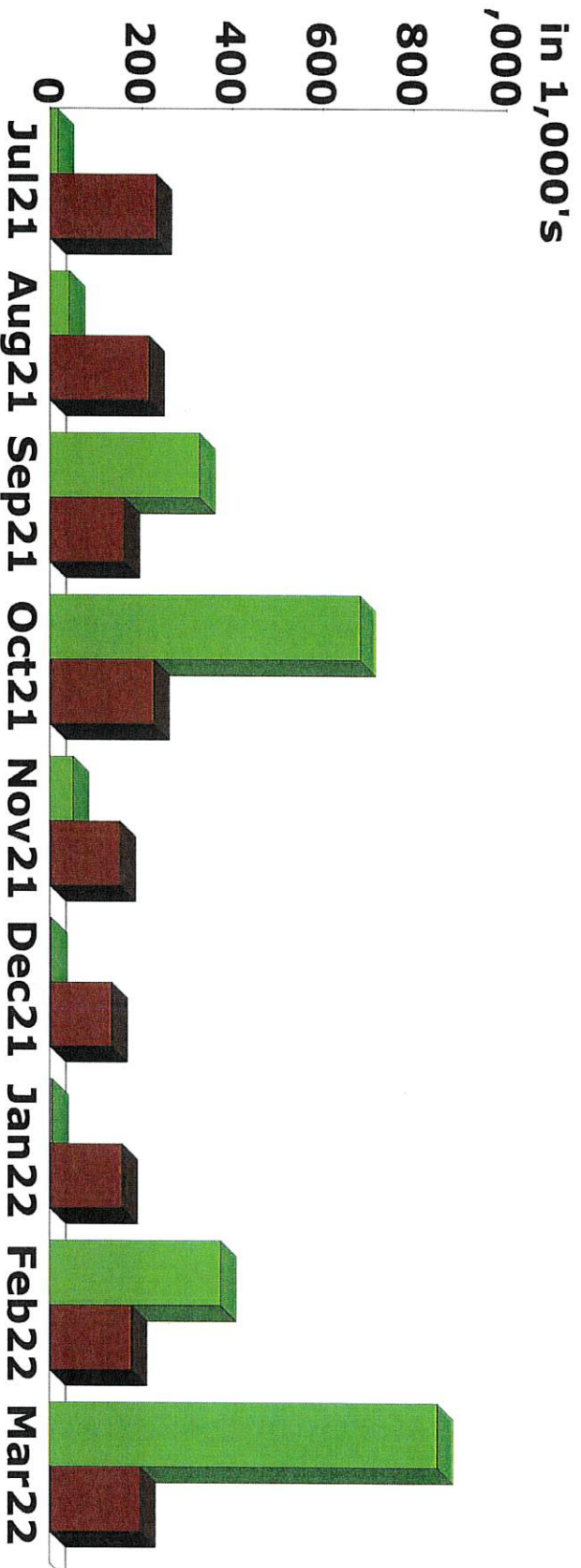


PERSONNEL	65.82%
OPER/SERV	14.22
MATERIALS	5.90
55141 . IMRF FUND - EXPENSE	4.24
65161 . SOCIAL SECURITY FUND	4.10
SPECIAL ACCOUNTS	1.97
8 . UNEMP/LIABILITY INSURAN	1.82
OPERATING SUPPLIES	1.09
74001 . AUDIT EXPENSE	0.59
17100.1 . .1 Board Expense	0.22
29100 . FURNISHINGS/EQUIPMI	0.03
<b>Total</b>	<b>\$1,866,828.45</b>

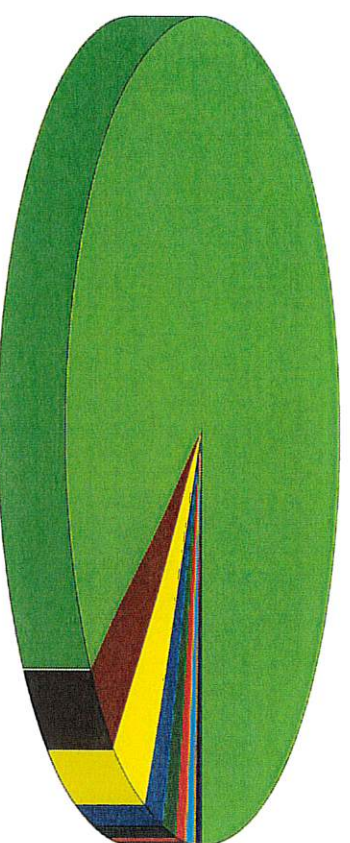
By Account

## Income and Expense by Month July 2021 through March 2022

■ Income  
■ Expense



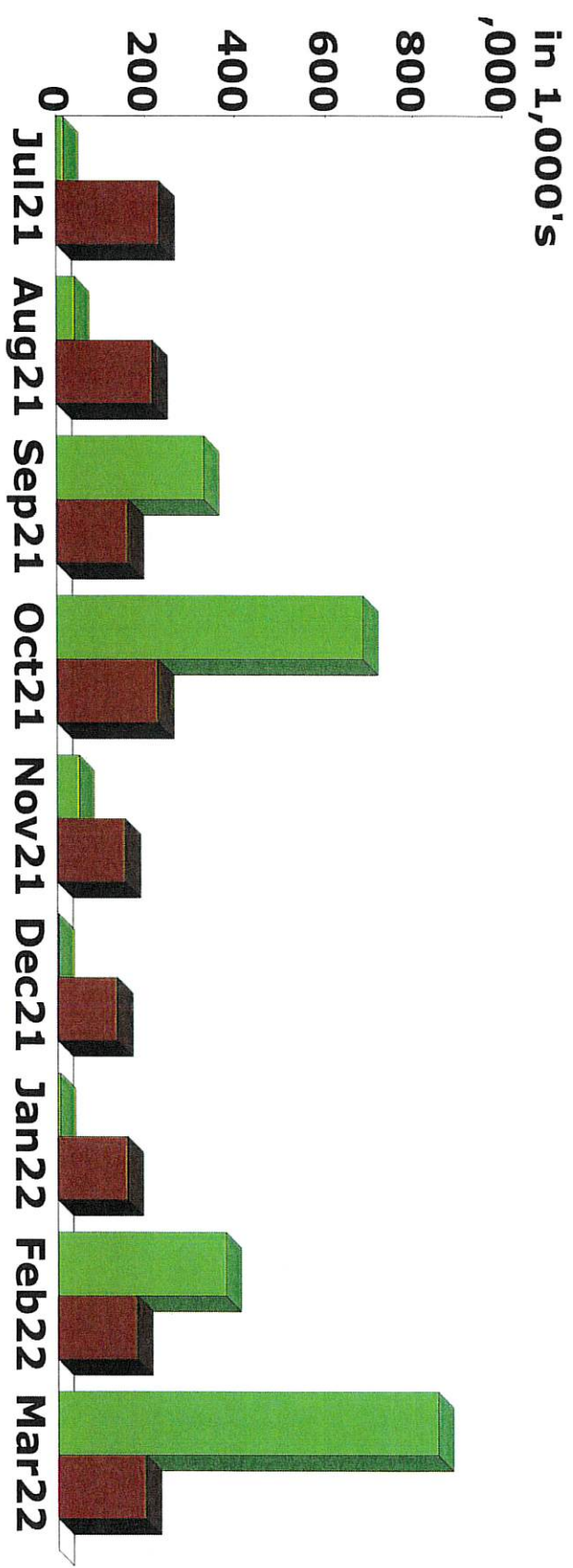
## Income Summary July 2021 through March 2022



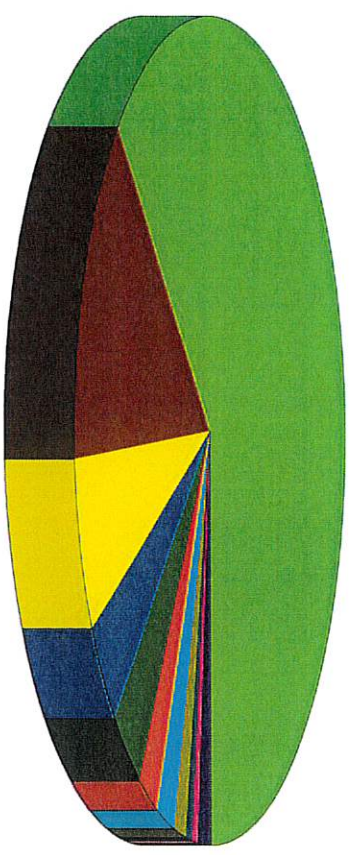
Account	Percentage
Income Account	84.83%
64000 · R.E. TAXES - SS FUND	4.18
54000 · R.E. TAXES - IMRF FUND	4.00
94000 · R.E. Taxes - Building Mai	2.26
14600 · GRANTS	1.82
84000 · R.E. TAXES - INSURANCE	1.38
14620 · PATRON SALES/FEES	0.81
74000 · R.E. TAXES - AUDIT FUNI	0.37
1466 · 1466-REIMBURSEMENTS	0.12
14661 · OTHER REIMBURSEMENT	0.12
Other	0.10
<b>Total</b>	<b>\$2,358,815.35</b>

By Account

# Income and Expense by Month July 2021 through March 2022



# Expense Summary July 2021 through March 2022



PERSONNEL	62.01%
OPER/SERV	14.22
MATERIALS	6.98
55141 . IMRF FUND - EXPENSE	4.40
65161 . SOCIAL SECURITY FUND	3.89
SPECIAL ACCOUNTS	2.47
8 . UNEMP/LIABILITY INSURAN	2.20
OPERATING SUPPLIES	1.46
94001 . Building & Maint. Fund E	0.86
2 . Special Reserve - EXPENSE	0.75
Other	0.76
<b>Total</b>	<b>\$1,660,130.00</b>

By Account



# Matteson Area Public Library District Statistics

## March 2023

**Card Holders**  
3,482

**Active**  
612

**Unexpired**  
2870

**Curbside**  
Patrons 1  
Items 4

**Visits**  
Patrons 6,015

**Lockers**  
Patrons 1    Items 5

**Homebound**  
Patrons 4  
Items 5

**Rooms**  
Patrons 174  
Used 160

**Computer Usage**  
5,604

AS Lab 652  
YS Lab 48  
Website Hits 3,976  
Wi-Fi 928

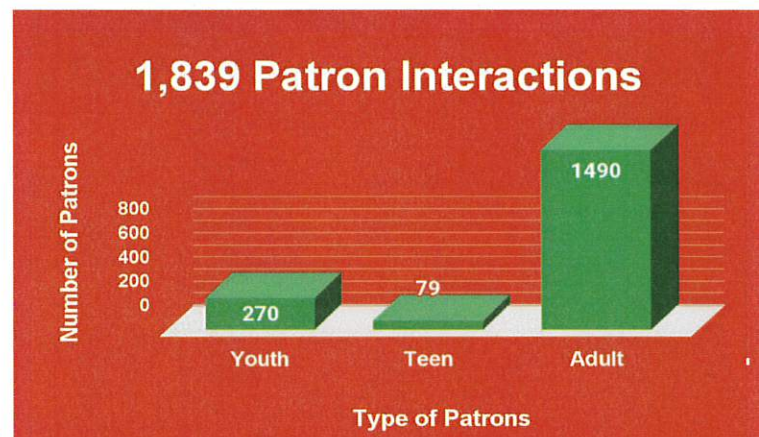

**Social Media**

**Instagram**  Followers 560

**Twitter**  Followers 676

**Facebook**  Followers 2,450

**YouTube**  Subscribers 300

**Interlibrary Loans**  
3,5010

OCLC Received 13  
OCLC Sent 22  
SWAN Received 1312  
SWAN Sent 1663

**Collections 1,515,836**

• Print • Digital

**Checkouts 6,419**

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

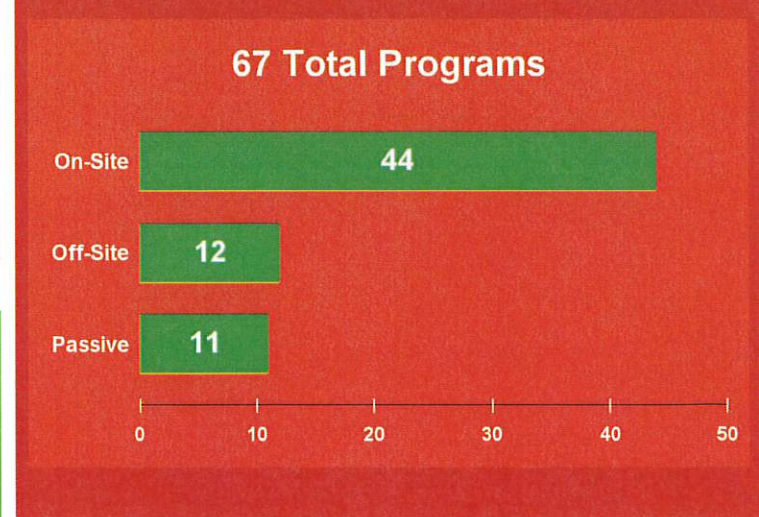


**Volunteers**

# of Sessions 16  
# of Students 6  
Total Hours 37.25

**Databases**

# of databases owned 39  
# of times accessed 1,586



## **ARTICLE VII: LIBRARY DIRECTOR**

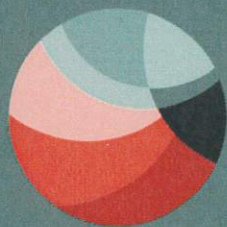
The Board shall appoint a qualified Library Director who shall be the chief executive and administrative officer of the District on behalf of the Board, who shall act under the review and direction of the Board. The Library Director shall have full professional responsibility for the administration of the District's daily operations, including executing the District's policies, personnel selection and management, monthly and annual reports as required by the Board, and recommending such policies and procedures as will promote the efficiency and service of the District. The Library Director may hire other employees deemed necessary by the Library Director, fix their compensation, and remove those employees, subject to the approval of the Board. The Library Director shall attend all Board meetings. *[75 ILCS 16/30-55.35]*

Join us for a 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](http://www.laconi.net)



LACONI

Sponsored by

**DEITERS & TODD**  
LIBRARY CONSULTING

**FASTFORWARD**  
LIBRARIES





## Annual Trustee Workshop

Join us for a mock board meeting and Q&A that will leave you confident in your ability to serve your community through your board position.

By **ATLAS**

## When and where

### Date and time

Saturday, May 20 · 10am - 12pm CDT

### Location

**Alsip-Merrionette Park Public Library District** 11960 South Pulaski Road Alsip, IL 60803

[Show map](#)

## Refund Policy

Contact the organizer to request a refund.

Eventbrite's fee is nonrefundable.

## About this event

Being a Library Board member is a wonderful way to give back to your community and to your library, but it can also be very overwhelming!

Whether you are a veteran trustee or new to the position, this workshop will leave you feeling more confident in your ability to run an effective meeting and engage with your Director and community.

Jim Deiters, Assistant Director of the Joliet Public Library, and Alex Todd, Director of the Prospect Heights Library District, will be presenting a mock board meeting to review the do's and don'ts of running a public meeting. Topics include FOIA, OMA, closed sessions and voting, and there will be an opportunity for questions.

Coffee and light refreshments will be served.



# ALA Annual Conference & Exhibition

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Chicago, IL — June 22-27, 2023

[Rates & Registration \(/registration/rates-and-registration\)](/registration/rates-and-registration)

[Explore the Preliminary Program \(https://2023alaannual.eventscribe.net/\)](https://2023alaannual.eventscribe.net/)

## Featured Speakers

*With more to be announced soon!*