**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.
1. 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 Lauretta Benford. Trustee Temitope Babayode arrived at 7:08. Trustee Andrea Williams was absent.
1. Pledge of Allegiance
2. 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.

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| * Howard Hunigan-yes
 | * Harold Gillis-yes
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| * Donna Brumfield-yes
 | * Jonathan Currin-yes
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| * Beverly Coleman - yes
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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.

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| * Howard Hunigan-yes
 | * Harold Gillis-yes
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| * Donna Brumfield-yes
 | * Jonathan Currin-yes
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| * Temitope Babayode-yes
 | * Beverly Coleman - yes
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 Motion carried.

* Director Webb shared that she has updated the amount of tax revenue received from the State.
* She is researching why the alarm goes off. She believes it is something within the panel.

VI. Annual Audit Report, Brett Moeller, Auditor for O’Neill & Gaspardo

* Auditor Moeller gave a brief summary of the audit. He indicated that he did not see anything out of order during the Audit. He reported that the library was in good financial shape.

VII. Director’s Report

* Director Webb indicated that two people were retiring and one person is leaving for another position. The two retirees are Marsha Lotz and Lauretta Benford. Alicia Tyler-Brown is leaving to take another position.

She informed the Board that is will be doing trainings with the Security on emergency preparedness and other pertinent trainings that will benefit the Safety Officers as well as the staff and patrons.

Strategic Plan update to send to the community a survey. Sara mentioned that in order to get the community motivated to complete the survey it might be a good idea to include gift cards.

Trustees Gillis and Currin both reached out to Sara and did not get a replay back from her regarding the Strategic Plan.

* Patron Policy is being updated. Safety Officer is on duty every day the library is open. If a Safety Office is not present, the Manager on Duty is in Charge.
* The America Library Association Conference is in Chicago in June, if you are planning on attending, please inform the Administrative Office to get you registered.
* Assistant Director Thom Webb reported that Dan Ellandro looked at some blue prints of the electrical room and hope to determine what the cause of the leakage might be.

Lisa Fasano is having three of the water spickets outside replaced. On April 3 the library will open at 11:00 am as the repairs are being made to the spikets.

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 Stature 5 ILCS 120/2.06 (d). Seconded by Trustee Gillis. Roll call vote.

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| * Howard Hunigan-yes
 | * Harold Gillis-yes
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| * Donna Brumfield-yes
 | * Jonathan Currin-yes
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| * Temitope Babayode-yes
 | * Beverly Coleman - yes
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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.

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| * Howard Hunigan-yes
 | * Harold Gillis-yes
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| * Donna Brumfield-yes
 | * Jonathan Currin-yes
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| * Temitope Babayode-yes
 | * Beverly Coleman - yes
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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 Lauretta 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 Lauretta Benford, Administrative Assistant