

**Matteson Area Public Library District
Board of Trustees
Meeting Minutes
April 11, 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 7:08 pm.

I. Roll Call

- Present were Trustees Howard Hunigan, Harold Gillis, Temitope Babayode, and Andrea Williams. Also present were Assistant Director Thom Webb, Andy Murgas Computer Service Manager, and Laretta Benford. Trustee Brumfield arrived at 7:15. Trustee Beverly Coleman was present via Zoom. Trustee Jonathan Currin 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 Gillis. Roll call vote.

❖ Howard Hunigan-yes	❖ Harold Gillis-yes
❖ Donna Brumfield-yes	❖ Andrea Williams-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 **\$30,265.58** for operating invoices, and **\$198,483.31** for payroll related expenses, for a total disbursement of **\$228,748.89**. Seconded by Trustee Babayode. Roll call vote.

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

Motion carried.

VI. **Board Policy 7.5 Annual Report (Board Highlights)**

- Trustee Hunigan presented the Board with the Annual Board Report. Highlights included.
 - The Board roster for 2022-2023 and the offices held by the members.
 - Standing Committees Building, Grounds and Equipment, Finance and Insurance and Personnel and Policy.
 - Major Tasks the Board has accomplished
 - Hired a new Director for the Library
 - Established library Board Policies/by-Laws, review and update as needed
 - Budget and monitor finances
 - Encourage ongoing strategic planning
 - Board development
 - Addressed many issues pertaining to Building, Grounds and Equipment

VII. **Board Policy 4.6 Crisis Management Plan**

- Assistant Director Thom Webb reported on the steps the library has taken or will be taking to be in compliance with a crisis management plan.
 - Fire and safety drills (looking at ramping the emergency exit on the South end of the library)
 - Active shooter drill with an offsite trainer to conduct the drill.
 - The previous manuals have been divided into two separate manuals; one for emergency procedures and one for security procedures.
 - COVID and weather emergency preparedness (top priority)
 - Bomb threats, hands on approach
- Emergency preparedness training is a top priority. Trustee Hunigan indicated that there should be a system in place whereby everyone will sign off that they have completed the training.

VIII. **Director's and Assistant Director's Report**

- Assistant Director Thom Webb reported that the staff trainings, workshops, Fan Fest, Continuing Education, Training for Managers; HR Source. All are being implemented at present.
- Received on-line Strategic Plan surveys from the community.

- Library will participate in the Memorial Day Parade.
- Reminder of the American Library Association conference in Chicago. If anyone is interested in attending reach out to the Administrative Office.
- Those interested in the LACONI Trustee night, let Administrative Office know.

IX. President’s Report

- President Hunigan asked Trustee Brumfield for a recap on the criteria for the Trustee Student Rep.
 - o Must be a Jr. or Sr. in High School
 - o Live in the Matteson Area
 - o Present 2 letters of recommendation
 - o Attend public school or homeschool
 - o Able to serve 1 year.
 - o Complete an essay on why do you want to be a student rep; what does the library need to serve the community.
- Election of officers at the May meeting.
- Last day to file Economic Interest is April 30, 2023
- Trustee Babayode scheduled at Building, Grounds & Equipment Committee meeting for April 20, 2023.
- Trustee Coleman wants to schedule a meeting for the last week in April.

X. New Business

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

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

Motion carried

- Trustee Hunigan made a motion to approve a 4% salary increase for all staff and a 5% increase for the Library Director for FY 23/24. Trustee Hunigan mentioned that in the future the language will change to reflect performance reviews. Seconded by Trustee Brumfield. Roll call vote.

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

Motion carried

- Trustee Hunigan made a motion to approve as stated in Board Policy 9.7-Recognition of Retiring Employees: Laretta Benford 16 years-\$1,500, Marsha Lotz 32 years-\$3,000 (May 12, 2023). Seconded by Trustee Gillis. Roll call vote.

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

Motion carried

XI. **Correspondence**

- A thank card from Laretta thanking the Board for the floral arrangement during her time of bereavement.

XI. **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)
- Other

XII. **Adjournment**

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

The Board meeting adjourned at 8:35 pm.

Andrea Williams, Board Secretary

Laretta Benford, Administrative Assistant