

**Matteson Area Public Library District  
Board of Trustees Regular Meeting  
May 9, 2023 at 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 May 9, 2023
  - 2. Approval of Minutes for the Regular Board Meeting of April 11, 2023
- F. Items removed from the Consent Agenda**
- G. Strategic Plan Update**  
Sarah Keister Armstrong from SKA Associates
- H. Consideration of Financial Reports and related Financial Concerns**
  - 1. Motion to approve March disbursements of **\$39,558.98** for operating invoices, and **\$137,451.28** for payroll related expenses, for a total disbursement of **\$177,010.26.**
  - 2. Other
- I. Director and Assistant Director's Report**
  - 1. Space Audit-Request for Proposals
  - 2. Management Team Training
  - 3. Programs-Teen Volunteer Fair (4/29/23)
  - 4. Memorial Day Parade starts at 10 AM (5/29/23)
  - 5. American Library Association-ALA-Chicago June 22-27, 2023
  - 6. Laretta Benford retirement date (June 23, 2023)
- J. President's Report**
  - 1. LACONI Trustee Banquet/May 19, 2023 (Oak Park-6:00-11:00 PM)
  - 2. Statement of Economic Interest
  - 3. Committees Update-Building & Grounds, Finance, Personnel And Policy
  - 4. Upcoming Meeting Schedule (3rd Tuesday ?)
  - 5. Disposal of Surplus Property Policy

**K. Open Items**

**L. New Business**

Motion to approve Board By-Laws (Amendments and Revisions)

Motion from Finance Committee to introduce and table until the June Board meeting the Working Budget for Fiscal Year 2023-2024.

Motion to approve the disbursement of four office cubicles from the Public Services workroom.

**Swearing in newly elected Trustees**

**Annual Organization Meeting (Board Policy 3.4)**

Election of Board of Officers (Board By-Laws Article V: Sections 1-6)

- Office of President
- Office of Vice President
- Office of Secretary
- Office or Treasurer

**M. Closed Session**

Motion to enter into Closed Session under Section 2(c) (1) of the Open Meeting Act for "The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body."

**N. Correspondence**

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

- Computer Services Presentation-July
- Appointment of Board Committees
- 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**

May 23	Harold Gillis	Jonatha Curin	Beverly Coleman
June 13	Beverly Coleman	Donna Brumfield	Andrea Williams
June 27	Andrea Williams	Temitope Babayode	Jonathan Currin

**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**  
**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.
  - o The Board roster for 2022-2023 and the offices held by the members.
  - o Standing Committees Building, Grounds and Equipment, Finance and Insurance and Personnel and Policy.
  - o 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.
  - o Fire and safety drills (looking at ramping the emergency exit on the South end of the library)
  - o Active shooter drill with an offsite trainer to conduct the drill.
  - o The previous manuals have been divided into two separate manuals; one for emergency procedures and one for security procedures.
  - o COVID and weather emergency preparedness (top priority)
  - o 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.

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Andrea Williams, Board Secretary

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Laretta Benford, Administrative Assistant

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

**Chase Operating Checking (3159)**

Beginning Balance	\$575,723.01	
Deposits	\$0.00	
Checks & Payments	\$39,533.98	
Uncleared Transactions	\$21,432.80	
Fees	\$25.00	
Ending Balance		<b><u>\$514,731.23</u></b>

**Chase Payroll Checking (8526)**

Beginning Balance	\$514,130.84	
Deposits	\$0.00	
Interest	\$0.00	
Checks & Payments	\$137,451.28	
Uncleared Transactions	\$2,193.05	
Ending Balance		<b><u>\$374,486.51</u></b>

**First American - Cash Fund**

Beginning Balance	\$280,784.89	
Deposits	\$20,769.26	
Debits	\$0.00	
Checks Issued/transfer out	\$0.00	
Ending Balance		<b><u>\$301,554.15</u></b>

**First American - Plates**

Beginning Balance	\$979.15	
Deposits	\$0.00	
Debits	\$4.50	
Checks Issued/transfer out	\$0.00	
Ending Balance		<b><u>\$974.65</u></b>

**Emergency Cash Fund (4880)**

Beginning Balance	\$230,489.44	
Deposits	\$0.00	
Interest	\$8.78	
Checks Issued/transfer out	\$0.00	
Ending Balance		<b><u>\$230,498.22</u></b>

**Corporate Fund (4773)**

Beginning Balance	\$931,487.62	
Deposits	\$824,423.80	
Interest	\$61.70	
Checks Issued/transfer out	\$0.00	
Ending Balance		<b><u>\$1,755,973.12</u></b>

**Equipment Fund (4898)**

Beginning Balance	\$25,260.33	
Deposits	\$0.00	
Interest	\$0.96	
Checks Issued/transfer out	\$0.00	
Ending Balance		<b><u>\$25,261.29</u></b>

**Special Reserve Fund (4906)**

Beginning Balance	\$1,639,579.31	
Deposits	\$0.00	
Interest	\$62.44	
Checks Issued/transfer out	\$0.00	
Ending Balance		<b><u>\$1,639,641.75</u></b>

<b>Total of all Bank Accounts</b>		<b><u>\$4,843,120.92</u></b>
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**Matteson Area Public Library District**  
**April 2023 Checks Issued**

Type	Date	Num	Name	Memo	Amount	Freq
Check	04/11/2023	20411	A to Z Databases	Database Renewal	-1,451.00	
Check	04/11/2023	20412	Alliance Entertainment	AV	-144.18	
Check	04/11/2023	20413	Amazon.com	Books, Supplies	-342.40	
Check	04/11/2023	20414	Baker & Taylor	Books	-2,327.75	
Check	04/11/2023	20415	Barrette Seibert	PS Yoga	-160.00	
Check	04/11/2023	20416	Charlie Johnson	Project Next Generation	-500.00	
Check	04/11/2023	20417	Chicago Sun-Times	Newspaper Renewal	-561.60	A
Check	04/11/2023	20418	Cynthia Morse	PS Line Dancing	-100.00	
Check	04/11/2023	20419	Daily Southtown	Renewal 5-17-2023	-111.50	A
Check	04/11/2023	20420	E.V.E Inc.	Project Next Generation	-500.00	
Check	04/11/2023	20421	Gale/Cengage Learning	Books	-338.95	
Check	04/11/2023	20422	Grassroots Homeschool	Project Next Generation	-500.00	
Check	04/11/2023	20423	Hayes Mechanical	HVAC Maintenance	-1,865.00	Q
Check	04/11/2023	20424	Homewood Disposal	Garbage	-188.51	M
Check	04/11/2023	20425	Independent Construction	Shop Drawings & Review	-678.38	
Check	04/11/2023	20426	Joseph Friedman	Mileage	-150.00	
Check	04/11/2023	20427	Juan Coleman	Project Next Generation	-500.00	
Check	04/11/2023	20428	Evan Roberts	YS Program	-300.00	
Check	04/11/2023	20429	Klein, Thorpe & Jenkins	Legal Services	-157.50	
Check	04/11/2023	20430	Menards	Building Supplies	-157.02	
Check	04/11/2023	20431	Naeir	Membership Renewal	-595.00	A
Check	04/11/2023	20432	Nicor	Utilities Gas	-2828.68	M
Check	04/11/2023	20433	Nikeda Webb.	Mileage & Supplies	-230.03	
Check	04/11/2023	20434	Samantha Wilhoyt	Mileage	-22.50	
Check	04/11/2023	20435	Sam Technical Publ.	Photofact Renewal (Database)	-500.00	A
Check	04/11/2023	20436	Spring	Hotspots Internet Monthly	-43.90	M
Check	04/11/2023	20437	Susan Fulcher	YS Program Supplies	-369.11	
Check	04/11/2023	20438	SWAN	SWAN Fees	-8,972.50	Q
Check	04/11/2023	20439	Technology Mgmt Fund	Internet	-450.00	M
Check	04/11/2023	20440	Vicki Casper	YS Program Supplies	-30.14	
Check	04/11/2023	20441	Warehouse Direct	Building Supplies	-225.81	
Check	04/25/2023	20443	Amazon.com	Supplies	-669.67	
Check	04/25/2023	20444	Arnett Ray McDaniel	Reaching Forward Transpo.	-240.00	
Check	04/25/2023	20445	AT & T	Telephone	-381.36	M
Check	04/25/2023	20446	Baker & Taylor	Subscription-Title Source 360	-1,963.50	A
Check	04/25/2023	20447	Cintas	AED (3) Maintenance	-357.00	M
Check	04/25/2023	20448	Focus Audio Visual	Repair Room A Sound System	-366.55	



Check	04/25/2023	20449	Gale/Cengage Learning	Books	-100.46	
Check	04/25/2023	20450	Goldyllocks Inc.	New Keypads (3)	-3,240.00	
Check	04/25/2023	20451	J. J. Keller	Subscription - OSHA Compliance	-325.13	A
Check	04/25/2023	20452	Marlin Leasing Co.	Copier Lease	-426.66	M
Check	04/25/2023	20453	Mobile Beacon	Hotspots (20) Renewal	-2,400.00	A
Check	04/25/2023	20454	Naeir	Building Supplies	-90.00	
Check	04/25/2023	20455	Nikeda Webb.	Mileage -Springfield	-200.43	
Check	04/25/2023	20456	Orkin Pest Control	Pest Control	-114.99	M
Check	04/25/2023	20457	Peerless Network	Telephone	-692.19	M
Check	04/25/2023	20458	Playaway Products	Audiobooks	-464.44	
Check	04/25/2023	20459	Proquest LLC	Historical Newspaper Database	-3,954.93	A
Check	04/25/2023	20460	Pulse Technology	Copier Contract	-598.00	A
Check	04/25/2023	20461	Sensource Inc	Data Hosting Service	-198.00	A
Check	04/25/2023	20462	Unique Management	Collection Services	-108.35	
Check	04/25/2023	20463	Warehouse Direct	Building Supplies	-825.66	
Check	04/25/2023	20464	Amazon.com	Program Supplies	-376.90	
					<u>-43,395.68</u>	
					<u><b>-43,395.68</b></u>	

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

Total Deposits      \$830,931.56  
                          Refunds-      \$6,507.77  
                          **Balance    \$824,423.79**

Fund	Account #	Rate	Amount
General Fund	14001	0.880352	\$725,782.77
Audit Fund	74000	0.003941	\$3,249.34
IMRF Fund	54000	0.042251	\$34,832.98
Insurance Fund	84000	0.013401	\$11,047.77
SS Fund	64000	0.044143	\$36,392.66
Building Fund	94000	0.023806	\$19,626.04
	14020	Interest	\$0.00
		Total	\$830,931.56
	14002	-Refunds/Losses	\$28,444.17
			<b>\$824,423.79</b>



# Matteson Area Public Library District Statistics

## April 2023

**Card Holders**  
3,482

Active  
529

Unexpired  
2993

**Curbside/Lockers**

Patrons 6  
Items 26

**Homebound**

Patrons 5  
Items 21

**Computer Usage**  
5,417

AS Lab 672  
YS Lab 45  
Website Hits 3864  
Wi-Fi 836


**Visits**


Patrons 3772


**Rooms**

Patrons 191  
Used 139

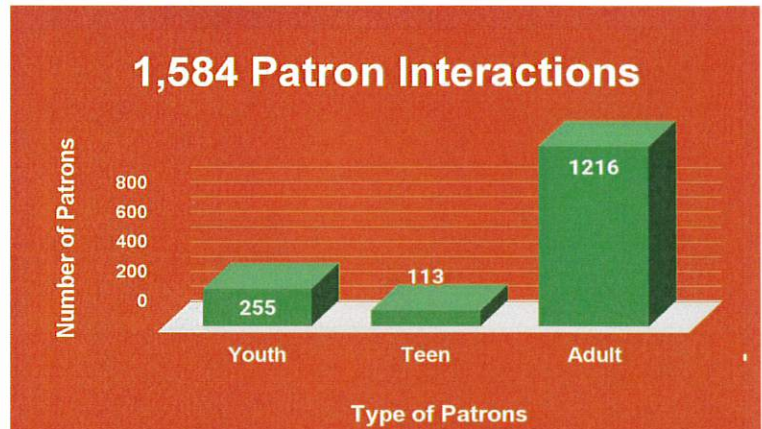

**Social Media**

**Instagram**  Followers 563

**Twitter**  Followers 680

**Facebook**  Followers 2,4502

**YouTube**  Subscribers 302

**Interlibrary Loans**  
3,5010

OCLC Received 16  
OCLC Sent 24  
SWAN Received 621  
SWAN Sent 1626

**Collections 1,515,836**

1436416

- Print
- Digital

**Checkouts 6,419**

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



**Volunteers**

# of Sessions 17  
# of Students 12  
Total Hours 38.75

**Databases**

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

