

**Matteson Area Public Library District
Budget & Appropriation Hearing Minutes**

Tuesday, August 15, 2023 at 6:45 PM

Room A

1. 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 6:51 pm.

2. Roll Call

Present: President Howard Hunigan, Trustee Donna Brumfield, Trustee Temitope Babayode, Trustee Beverly Coleman **via Zoom**, Director Nikeda Webb, Assistant Director Thomas Webb, Computer Service Manager Andrew Murgas, and Administrative Assistant Robin Covington

Absent: Trustee Andrea Williams and Trustee Jonathan Currin

3. Public Comments

No public was in attendance. Handouts were available for review and inspection. Notice was posted in the Daily Southtown newspaper on July 28, 2023.

4. Trustee & Staff Comments

Director remind Trustees that no changes have been made to the Budget & Appropriation Ordinance No. 2023-2 since the last presentation on July 12, 2023.

5. Motion made by President Hunigan to adjourn the meeting at 6:53 pm.

**Matteson Area Public Library District
Board of Trustees Meeting Minutes
Tuesday, August 15, 2023 at 7:00 PM
Room A**

1. Call to Order

President Hunigan called the meeting to order at 7:01 pm.

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.

2. Roll Call

Present: President Howard Hunigan, Trustee Donna Brumfield, Trustee Temitope Babayode, Trustee Beverly Coleman **via Zoom,** Trustee Andrea Williams arrived at **7:14 pm,** Director Nikeda Webb, Assistant Director Thom Webb, Computer Service Manager Andrew Murgas, and Administrative Assistant Robin Covington

Absent: Trustee Jonathan Currin

3. Pledge of Allegiance

4. Opportunity for Public Comment

Mr. Henry Brummel, resident, commented he was impressed how professional the Board Meeting Minutes looked on the website.

Mrs. Angela Williams-Brummel, resident, commented she looked forward to hearing about things going on in our community and the Library.

5. Consent Agenda

President Howard Hunigan made a motion to approve the consent agenda. Seconded by Trustee Tem Babayode.

Roll call vote

Howard Hunigan - yes	Tem Babayode - yes
Donna Brumfield - yes	Beverly Coleman - yes

Motion carried.

6. Items removed from the Consent Agenda - None

7. Consideration of Financial Reports and Related Financial Concerns

- 7.1 Trustee Beverly Coleman made a motion to approve July Disbursements of **\$46,766.92** for operating invoices, and **\$140,556.54** for payroll related expenses, for a total disbursement of **\$187,323.46** President Hunigan requested a correction be made to the minutes with The correct total of **\$187,323.46** Seconded by Trustee Donna Brumfield.

Roll call vote.

Howard Hunigan - yes	Tem Babayode - yes
Donna Brumfield - yes	Beverly Coleman - yes

Motion carried.

- 7.2 Other - Director Webb summarized and explained the financial report of checks issued.

Trustee Hunigan called for a vote.

Roll call vote

Howard Hunigan - yes	Tem Babayode - yes
Donna Brumfield - yes	Beverly Coleman - yes

8. Director and Assistant Director's Report

- 8.1 ILA Public Policy Committee – Illinois Library Association Director Webb is a member of the Public Policy Committee, this committee looks at proposals, legislative changes throughout the state, people bring Forward proposals, legislative changes and the committee will review them and work together to decide which ones we want to present to Springfield.

- 8.2 Outreach Events – Library staff participated in a total of 6 events, back to school and outreach:
- Information about the library was given out
 - People signed up for the email blast newsletter
 - We signed up about (30) new library cards in total at these events.

Trustee Brumfield proposed a question regarding reaching out to the Village when new residents move in they would receive information about the Library. Director Webb, will look into having packets put together to welcome new residents to the library and will reach out to real estate agents as well.

- 8.3 Strategic Plan-Next Steps – We are doing an analysis, to assess our strengths, weaknesses, opportunities and threats (SWOT). We will reach out to the Board to set a meeting to get their feedback. More information will be sent to the board before the meeting is scheduled.

- 8.4 License Plate Renewal – Assistant Director Thom Webb reported the license plate renewal stickers are a go. So library patrons will be able to get their vehicle stickers here at the library. We have the new iPads so we will be able to print out the stickers.

The Department of Motor Vehicles was on site two weeks ago

and they have expanded their services. It was well attended. When we start providing the service the fee can range from \$1.00 to \$9.00. Director Webb reached out to other area libraries and \$9.00 is the standard. We will start this service October 1st with a service fee of \$9.00.

8.5 Building & Grounds – Director Webb and Trustee Babayode met to set regular dates and times to meet with the Building & Ground Committee. The meetings will be held on the 2nd Tuesday of the month, we met last week and discussed:

- The (2) solar charging stations installed, patrons are very pleased with them.
- We have a food pantry on the south end of the library for the community, so patrons can bring food items and staff will stock it.
- The update to the courtyard: new tables, umbrellas, planters.
- Two (2) architects Dewberry and Studio GC submitted proposals for the remodeling project. The Board has been given the proposals to look over. Director Webb, proposed the Board to meet with both architects before anything official takes place.

President Hunigan stated the Board would schedule a special meeting with Dewberry architects (9/12/23) and have Studio GC come in and present as well. But, before we proceed our next steps would be to submit the proposal to our Lawyers to look over then a decision will be made.

- The Crisis plan was reviewed working on the area of rescue looking to add anew box at the back door so patrons can go stand and press the button to be rescued in case of an emergency. The potential cost is \$24,900 to update the current box and add two new boxes; and we need a maintenance agreement. The full recommendation and specifications will be provided to the Board at the September meeting.
- The parking lot pavement was re-done and the cost was \$11,000.
- Trustee Babayode added that there are some safety items that need to be addressed a few outside lights are out, the elevator light and the telephone in the elevator needs to be repaired. Director Webb made a comment that the telephone in the elevator is working now, but the light will need to be replaced.

President Hunigan stated Building and Grounds must really look at finances to see how much money is available to do these projects and to prioritize what are critical items that need to be addressed first.

- 8.6 Liability Quote – Director Webb will attend the meeting via zoom and bring the Liability Quote to the board.

President Hunigan made note in our **Board Policy 4.1 Risk Management** that the Board instructs the Library Director to secure Director and Officer insurance to protect the District.

- 8.7 IPLAR- (Illinois Public Library Annual Report) – It's completed we still need two people to look at the minutes with the Secretary and at the last meeting it was decided that Trustee Brumfield and Trustee Coleman would review the Minutes. Once it is done a copy will be sent to everyone.
- 8.8 Other – Just a recap of the FAN FEST we had in July this year 764 people attended and last year we did it in August and 402 people Attended.

9. President's Report

- 9.1 President Hunigan asked for an update on our Student Representative Trustee Brumfield reported the applications are at the front desk. We Will continue to move forward to get two (2) students to become a part of our official meetings potentially by October.
- 9.2 Library Trustee Vacancy - Trustee Donna Brumfield stated that the information is on the website and that anyone interested must submit a letter to our office by August 31st. President Hunigan reiterated if you know of anyone interested to let the Board know.
- 9.3 Secretary Minutes-Audit
President Hunigan reminded the board that the audit of secretary minutes needed to take place by 8/30
- 9.4 Open Meeting Act Electronic Attendance - there are some changes that will need to be changed in our bylaws and our Board Policies one caveat in particular is if a Board member is not able to attend in person can do so electronically remote if the absence is due to an unexpected childcare obligation.

President Hunigan will bring some tentative language to the September meeting for consideration to change our bylaws and Board Policies. Another recommendation is that we update our language to electronic conferencing and take out telephone conferencing.

- 9.5 Personnel Committee - Board Policy Manual/Performance goals for the Director. We will have a special meeting, or a closed session during a

meeting to agree on what that form would look like for the Director.

9.6 Board Policy 9.8 Naming of the Library Facilities - Trustee Babayode, made a recommendation to name the marketplace in honor of the late Trustee Harold Gillis as a member of the Building and Grounds Committee who was so passionate about the marketplace. The Board will need to approve. The Board would also like President Hunigan to do some research on what the process and what the actual motion would look like and how we can tie it in our Board Policies.

9.7 BoardDocs-Library Meeting Management software
BoardDoc – is a way of keeping minutes and a better way of being more organized. Director Webb showed a short demonstration of how BoardDoc would work. This will be a way of getting away from paper. The Board meeting agenda, you can actually take minutes right in this platform during the meeting in real time.

President Hunigan stated he would like a full presentation about BoardDoc, so the Board can ask specific questions, that will need to be a special meeting. Director Webb stated the total cost of BoardDoc will be \$4,000.

10. Open Items – None

11. New Business –

11.1 Election of the Vice-President

President Hunigan made a recommendation at our last meeting that Trustee Tem Babayode would become our new Vice-President.

President Hunigan made the motion and Second by Trustee Brumfield.

Roll call vote

Howard Hunigan - yes	Donna Brumfield - yes
Andrea Williams - yes	Beverly Coleman - yes
Tem Babayode - yes	

Motion carried

11.2 Swearing in of the new Vice President - Temitope Babayode was performed.

President Hunigan noted that you will notice the language stating he was appointed and it didn't say he was elected. The reason is because elections are for the public and we made the election internally.

11.3 Other - Standing Committees updates

Building and Grounds – meeting is set for September 12,2023
Personnel Committee – will meet next week to finalize a meeting date
Finance Committee – Trustee Coleman will meet with Director Webb to determine a meeting date.

12. **Correspondence**

Two (2) letters from the Office of Secretary of State that the library was awarded a public library per capita grant in the amount of \$28,790.53 for 2023 and \$17,000 for 2024 fiscal year.

*****Closed Session** was not on the agenda but President Hunigan made the motion to go into closed session for reasons pertaining to “**appointment, employment, compensation, or discipline of a particular employee: Illinois State Statute (5 ILCS120) Open Meetings Act.** Second by Trustee Brumfield.

Roll call vote.

Howard Hunigan - yes	Donna Brumfield - yes
Andrea Williams - yes	Beverly Coleman - yes
Tem Babayode - yes	

Motion carried

The Board went into closed session at 8:25pm

The Board reconvened at 9:04pm

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

13.1 Youth Services Presentation

13.2 Any other suggested items - Trustees need new pictures.

Trustee President Hunigan made a motion to adjourn the meeting. Seconded by Trustee Brumfield. Ayes 5. Nays 0. Motion carried.

The Board meeting adjourned at 9:10 pm.

Andrea Williams, Board Secretary

Robin Covington, Administrative Assistant