



# Matteson Area Public Library District

## Agenda

**Board of Trustees Regular Meeting**  
Tuesday, October 17, 2023 at 7:00 PM  
Room A  
801 S. School Avenue  
Matteson, Illinois, 60443

### **THIS MEETING IS OPEN TO THE PUBLIC**

If you anticipate needing any type of accommodations or have questions about the physical access provided, please call (708) 748-4431 in advance of your participation or visit.

*Items that are not listed on the agenda are for discussion only.*

**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*

**2. Roll Call**

**3. Pledge of Allegiance**

**4. Opportunity for Public Comment**

**5. Consent Agenda: ROLL CALL VOTE REQUIRED**

All items on the Consent Agenda are considered 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.

5.1 Approval of the Agenda for October 17, 2023

5.2 Approval of Minutes for the Regular Board Meeting September 19, 2023

**6. Items removed from the Consent Agenda**

**7. Youth Services Presentation**

**8. Consideration of Financial Reports and related Financial Concerns**

8.1 Motion to approve September disbursements of **\$104,177.55** for operating invoices, and **\$143,252.98** for payroll related expenses, for a total disbursement of **\$247,430.53**.

8.2 Other

**9. Presentation on the Tax Levy Request and Investments**

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

8.1 Strategic Plan Update

8.2 Staff Updates

8.3 Author Fair

8.4 Black History Month

8.5 Programs

8.6 Other

**11. President's Report**

- 9.1 Student Trustee Representatives
- 9.2 Trustee Orientation (**Board Policy Manual 2.10-Student Trustees Representatives will be included**)
- 9.3 New feature possibly on web site—About your trustees
- 9.4 BoardDocs-meeting Management software/Date and Time
- 9.5 Other

**12. Open Items**

**13. New Business**

- 13.1 A motion to approve the appointment of Angela Brummel to fill the vacancy for the Matteson Public Library District Board of Trustees until the next Consolidated General Election in April, 2025. (**Board Policy Manual-2.5 Board Eligibility and Qualifications**)-*If appointment is approved by the full board the swearing in of the new trustee will follow immediately.*
- 13.2 A motion to introduce and Table Tax Levy Ordinance 2023-4
- 13.3 A motion to hire Studio GC to provide architectural services in connection with the interior renovation project consistent with its June 30, 2023 fee proposal and to authorize the board president to execute all related contracts and documents subject to library district attorney review
- 13.4 A motion to hire Hayes Mechanical to replace compressor #1 at a cost not to exceed \$26,500.

**14. Committee Updates/Upcoming meetings**

**15. Correspondence**

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

- 16.1 Annual Presentation on Crisis Plan (TBD) Board Policy 4.6
- 16.2 Customer Service Presentation
- 16.3 Auditor Report
- 16.4 New Trustee Orientation-November 1st or 2nd
- 16.5 Reminder that the Board of Trustees Regular meeting for **November** and **December** will be on the second Tuesday of the month.
- 16.6 Recommendation from the Finance Committee
- 16.7 Any other suggested items

**17. Adjournment**

**CHECK SIGNING SCHEDULE**

Oct. 17	Temitope Babayode	Donna Brumfield	Jonathan Currin
Nov. 7	Howard Hunigan	Andrea Williams	Beverly Coleman

**Trustees who will be out of town during the next month should notify the library's Administrative Office and provide their contact information.**

**Matteson Area Public Library District  
Board of Trustees Meeting Minutes  
Tuesday, September 19, 2023 at 7:00pm  
Room A**

1. Call to Order

President Hunigan called the meeting to order at 7:02 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 Jonathan Currin, Trustee Beverly Coleman arrived at **7:16pm**, Director Nikeda Webb, Assistant Director Thom Webb, Computer Service Manager Andrew Murgas, and Administrative Assistant Robin Covington

**Absent:** Trustee Andrea Williams

3. Pledge of Allegiance

4. Opportunity for Public Comment - No public present

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
Jonathan Currin - yes	

Motion carried.

6. Items removed from the Consent Agenda - None

7. Consideration of Financial Reports and Related Financial Concerns

- 7.1 Motion to approve August disbursements of **\$72,640.05** for operating invoices, and **\$196,868.21** for payroll related expenses, for a total disbursement of **\$269,508.26**.

Trustee Tem Babayode made a motion. Seconded by Trustee Jonathan Currin

Roll call vote

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

Motion carried.

8. Director and Assistant Director's Report

- 8.1 Library Card Sign-Up Month-Director Webb reported September is library sign up month, we are encouraging people to sign up for library cards at our events and at our schools. We have a Luau event scheduled at the end of the month for Matteson cardholders.
- 8.2 Economic Development Breakfast - Director Webb attended and Trustee Currin was there as well. During the meeting they discussed the Matteson credit rating is now 750 - 800, the mall space and new businesses opening this year.
- 8.3 Secretary of State Press Conference - Director Webb attended the Secretary of State Press Conference. Trustee Andrea Williams suggested that we post on social media that the Project Next Generation grant check was for creating mentoring programs for teens. The amount of the check was \$17,000.00.
- 8.4 Building & Grounds update - Trustee Babayode reported the Committee will meet on the 2nd Tuesday of every month. Dewberry Architect company came to the past meeting to address what the needs are regarding the space audit.

Trustee Babayode discussed the West Lot and suggested we have an appraisal of the land to see how much it is worth.

President Hunigan asked what time will Building & Grounds meet and Trustee Babayode stated 6:30pm every 2nd Tuesday of the month.

- 8.5 Summary of Insurance Coverage-Cook & Kocher (**Board Policy 4.1:Risk Management**) Director Webb gave the Board members the summary of the Insurance to review.

President Hunigan made a correction on something he told the Board during our last meeting, after reading the policy it states the Director has the authority to come up with the insurance for our liability part to assure we are covered and she has done that, so we really don't need an actual motion.

- 8.6 Illinois Library Association (ILA) Conference & Membership  
Director Webb reminded the Board that the conference is coming up

in Springfield and no one has expressed interest in attending.

- 8.7 Other - Director Webb reported that Bomb Threats to Libraries have increased throughout the states due to book bans. Matteson Police Officer dropped off an assessment of how to handle a bomb threat. Security procedure training has started; we are meeting with Managers and Staff next week to be proactive opposed to reactive.

9. President's Report

- 9.1 Student Trustee Representatives - Trustee Brumfield welcomed the Trustees to come to the interviews once scheduled in October, so they can ask questions to get to know the candidates. Trustee Currin and Trustee Brumfield will bring the recommendations of the Student Trustee Representatives to our next Board Meeting in October.

President Hunigan advised after approval the committee will conduct orientation to go over Policies, and the Student Trustee Representatives will be in attendance at the November meeting.

- 9.2 Library Trustee Vacancy-tentative October approval  
Trustee Brumfield gave the update on the candidates and will make a recommendation at the October Board meeting. President Hunigan added we will swear in the New Trustee at the meeting in October.
- 9.3 Secretary Minutes-Audit-completed - FYI the Secretary Minutes Audit is completed.
- 9.4 Finance Committee Review Tax Levy Request and Working Budget-Trustee Coleman and Director Webb will meet to plan agenda items and set a date for the Finance meeting. Trustee Coleman stated the tax levy is coming up next month and the working budget should be good because there have been no changes. President Hunigan added that \$700,000.00 has been allocated for the remodeling project.
- 9.5 BoardDocs-meeting Management software - President Hunigan gave the update on BoardDoc software that we will need to schedule a meeting with the company for a presentation. Director Webb added this software will give us a website just for the board, where all of our information can be located in one place.
- 9.6 Board Retreat-emphasis on Library Finances - President Hunigan stated the retreat will be held in the spring with emphasis on Illinois Library Finances. He would like to get some volunteers to be on the committee to take the lead to organize and develop the retreat.
- 9.7 Board Policy Manual 9.8 Naming of Library Facilities - President

Hunigan advised that more information will be coming.

9.8 New rescued boxes in case of emergency - President Hunigan suggested to have the architect company give us a proposal for the best location for the new rescue boxes.

9.9 Liability Quote Correction (**Board Policy 4.1 Risk Management**) - Was previously discussed.

10. Open Items - None at this time.

11. New Business

11.1 Motion to amend- Matteson Area Public District Board of Library Trustees By-Laws Article IV Meetings - Section 9 **Telephone Conferencing** title to change to **Electronic Meeting Attendance**

Trustee Donna Brumfield made a motion. Seconded by Trustee Babayode

Roll call vote

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

Motion carried.

11.2 Motion to amend-Matteson Area Public District Board of Library Trustees By-Laws Article IV Meetings Section 9 C and add **(4) Unexpected childcare obligation.**

Trustee Donna Brumfield made a motion. Seconded by Trustee Babayode

Roll call vote

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

Motion carried.

11.3 Motion to approve Budget and Appropriation Ordinance No. 2023-2 Public Hearing was held on Tuesday August 15, 2023

Trustee Jonathan Currin made a motion. Seconded by Trustee Beverly Coleman

Roll call vote

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

Motion carried.

**12. Committees Updates -**

The Building and Grounds meeting is scheduled for October 10th at 6:30pm.

Trustee Coleman and Director Webb scheduled a Finance meeting on September 21st at 12 noon and a meeting with Trustee Currin will be scheduled on September 26th at 5:00pm.

**13. Correspondence - None**

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

14.1 Introduce/Table Tax Levy Request

14.2 Youth Services Presentation

14.3 Any other suggested items - Trustee Coleman suggested we look into other meeting technology than zoom.

**15. Adjournment**

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

The Board meeting adjourned at 8:21 pm.

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Andrea Williams, Board Secretary

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Robin Covington, Administrative Assistant

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

**Chase Operating Checking (3159)**

Beginning Balance	\$351,443.18	
Deposits	\$901.00	
Checks & Payments	\$104,177.55	
Uncleared Transactions	\$0.00	
Fees	\$0.00	
Ending Balance	<u>\$248,166.63</u>	

**Chase Payroll Checking (8526)**

Beginning Balance	\$266,440.58	
Deposits	\$0.00	
Interest	\$0.00	
Checks & Payments	\$143,252.98	
Uncleared Transactions	\$559.94	
Ending Balance	<u>\$122,627.66</u>	

**First American - Cash Fund**

Beginning Balance	\$373,627.23	
Deposits	\$5,129.76	
Debits	\$0.00	
Checks Issued/transfer out	\$0.00	
Ending Balance	<u>\$378,756.99</u>	

**First American - Plates**

Beginning Balance	\$956.65	
Deposits	\$0.00	
Debits	\$4.50	
Checks Issued/transfer out	\$0.00	
Ending Balance	<u>\$952.15</u>	

**Emergency Cash Fund (4880)**

Beginning Balance	\$230,523.04	
Deposits	\$0.00	
Interest	\$9.09	
Checks Issued/transfer out	\$0.00	
Ending Balance	<u>\$230,532.13</u>	

**Corporate Fund (4773)**

Beginning Balance	\$1,316,770.78	
Deposits	\$0.00	
Interest	\$51.93	
Checks Issued/transfer out	\$0.00	
Ending Balance	<u>\$1,316,822.71</u>	

**Equipment Fund (4898)**

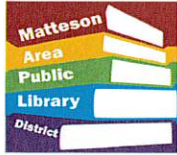
Beginning Balance	\$25,264.00	
Deposits	\$0.00	
Interest	\$1.00	
Checks Issued/transfer out	\$0.00	
Ending Balance	<u>\$25,265.00</u>	

**Special Reserve Fund (4906)**

Beginning Balance	\$1,639,818.31	
Deposits	\$0.00	
Interest	\$64.67	
Checks Issued/transfer out	\$0.00	
Ending Balance	<u>\$1,639,882.98</u>	

**Total of all Bank Accounts \$3,963,006.25**





## Matteson Area Public Library District September 2023 Disbursement Warrant

Board Meeting Date: **October 17, 2023**

### Vendor Disbursements

		Debit / Check #	
September	Utilities	Water, Garbage, Internet	3,561.54
September	Electronic Payments	Chase Card	8,280.93
September	Manual Checks	20741-20795	<u>75,833.44</u>
			<b>\$ 87,675.91</b>

### Payroll Disbursements

09/01/23	Gross Payroll		38,334.24
09/01/23	Employer Payroll Taxes		13,500.70
09/15/23	Gross Payroll		36,568.69
09/15/23	Employer Payroll Taxes		12,945.00
09/29/23	Gross Payroll		40,543.07
09/29/23	Employer Payroll Taxes		14,133.94
9/2023	IMRF		<u>17,889.07</u>
			<b>\$ 173,914.71</b>

### Voided Checks Previously Issued

0

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0

### Total Disbursements for September

**\$ 261,590.62**

### Previous Month

**\$199,921.04**

### Estimated Upcoming Month

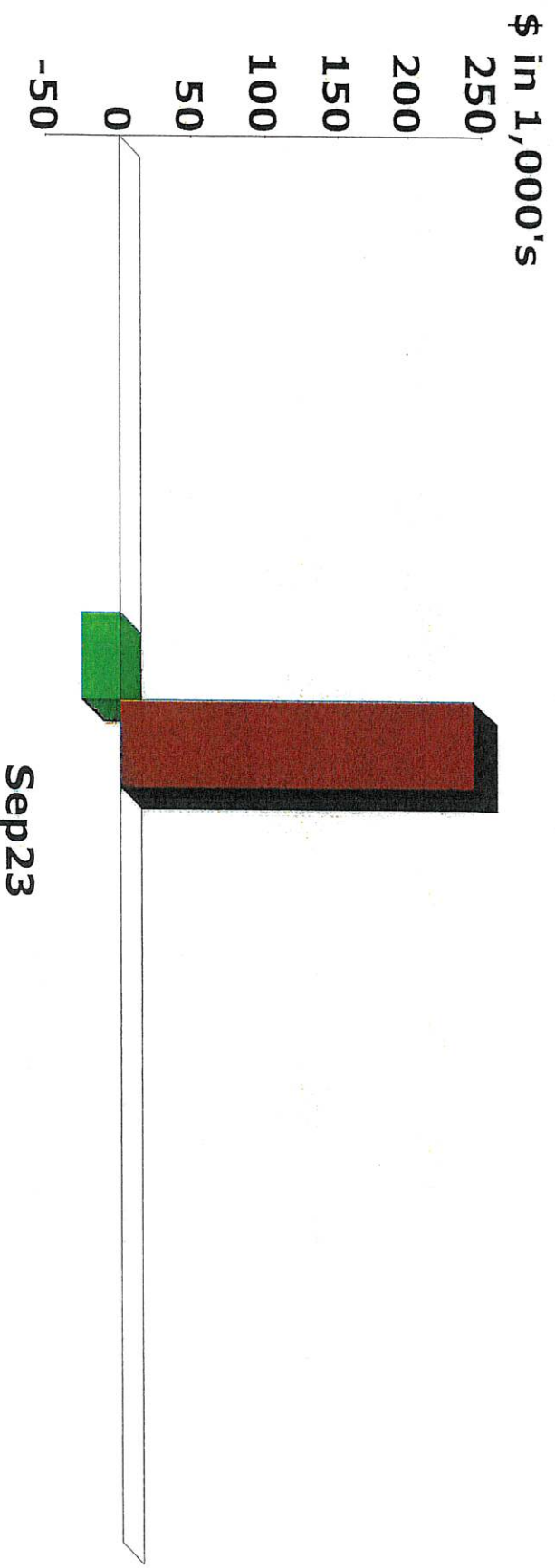
**\$180,000.00**

**Matteson Area Public Library District**  
**September 2023 Checks Issued**

Type	Date	Num	Name	Memo	Amount	Freq
Check	09/19/2023	20742	Alliance Entertainment	AV	-1,431.10	
Check	09/19/2023	20743	Amazon.com	YS Program Supplies	-20.65	
Check	09/19/2023	20744	American Electric	Electrical Repairs	-620.00	
Check	09/12/2023	20741	Arnett Ray McDaniel	Transportation Fair Oaks Farm	-1,400.00	PNG
Check	09/19/2023	20745	B Allan Graphics	Fall Newsletter	-2,105.00	
Check	09/19/2023	20746	Barrette Seibert	AS Program Yoga	-160.00	
Check	09/19/2023	20747	Brenda High	AS Program FAFSA	-250.00	
Check	09/19/2023	20748	Buckeye Power Sales	Generator Repairs	-892.94	
Check	09/19/2023	20749	Calvin Perkins	SWAN Expo Mileage	-28.50	
Check	09/19/2023	20750	CDW Government Inc	Computer Supplies	-241.10	
Check	09/06/2023	eft	Chase Card Services	Programs, CE, Supplies	-8,280.93	
Check	09/19/2023	20751	Cintas	Maintenance 3 AED	-378.00	M
Check	09/19/2023	20752	Cybor Fire	Replaced Leaking Pipe	-2,120.00	
Check	09/19/2023	20753	Cynthia Morse	AS Program Line Dancing	-100.00	
Check	09/19/2023	20754	Cytracom Inc	Phone	-816.73	M
Check	09/19/2023	20755	Dave Rudolph	Luau-Combined Program	-450.00	
Check	09/19/2023	20756	Dot Kane	YS Storytime	-200.00	
Check	09/19/2023	20757	Emedco	Parking Lot Signs	-152.92	
Check	09/19/2023	20758	Enterprise Equip.	3 Toners	-360.00	
Check	09/19/2023	20759	Gale/Cengage Learning	Books	-52.48	
Check	09/19/2023	20760	Hayes Mechanical	AC Repairs	-946.00	
Check	09/19/2023	20761	Hinkley Springs	Library Supplies	-229.73	
Check	09/19/2023	20762	Homewood Disposal Service	Garbage	-189.84	M
Check	09/19/2023	20763	Infobase Learning	Afr. Amer. History Dbase Renewal	-990.92	A
Check	09/19/2023	20764	Klein, Thorpe & Jenkins	Legal Fees	-157.50	
Check	09/19/2023	20765	Marc Dunworth Foundation	YS Program	-315.00	
Check	09/19/2023	20796	Marc Dunworth Foundation	YS Program	-315.00	
Check	09/19/2023	20766	Marla Cole-Wieringa	Supplies & Mileage (Homebound)	-108.09	
Check	09/19/2023	20767	Matteson Rotary Club	Dues	-200.00	Q
Check	09/19/2023	20768	Matthew E Johnson	Security	-490.00	
Check	09/19/2023	20769	Maureen Kelly	AS Improv Program	-300.00	
Check	09/19/2023	20770	Mernards	Building Supplies	-259.67	
Check	09/19/2023	20771	Merdian IT	Copier Lease	-415.00	Q
Check	09/19/2023	20772	Off-Site Business Solutions	Accounting	-195.00	M
Check	09/19/2023	20773	Overdrive, Inc.	Ebooks	-60.00	
Check	09/19/2023	20774	Peerless Network	Telephone	-689.62	M
Check	09/19/2023	20775	Playaway Products	Ebooks	-322.59	
Check	09/19/2023	20776	Pryor Learning	Training Membership	-299.00	

Check	09/19/2023	20777	Quench USA	Watercooler	-97.98	Q
Check	09/19/2023	20778	Quill Corporation	Supplies	-163.96	
Check	09/19/2023	20779	Rose Paving, Inc	Parking Lot Paving	-11,226.62	
Check	09/19/2023	20780	Sherry Sanders	Library Supplies	-98.67	
Check	09/19/2023	20781	Sprint	Cellphone	-106.18	M
Check	09/19/2023	20782	Susan Fulcher	Program Supplies	-316.70	
Check	09/19/2023	20783	SWAN	SWAN Expo Fees 32@35.00	-1,200.00	
Check	09/19/2023	20784	Technology Management Fund	Internet (2)	-900.00	M
Check	09/19/2023	20785	Hanover Insurance Comp.	Crime & Fidelity Policy	-1,906.00	A
Check	09/19/2023	20786	Today's Business Solutions, Inc.	Fax/Scanner Fees	-110.76	Q
Check	09/19/2023	20787	Treetop Products	Outdoor Umbrella	-504.88	
Check	09/19/2023	20788	U.S. Post Office	Permit Renewal	-310.00	A
Check	09/19/2023	20789	Uline	Shelving	-2,254.63	
Check	09/19/2023	20790	Unique Management Services	Collection Services	-147.75	
Check	09/19/2023	20791	Utica National Insurance Group	Building & Workman's Comp. Ins.	-31,434.00	A
Check	09/19/2023	20792	Versatile Computer Services	Security Review	-300.00	
Check	09/19/2023	20793	Village of Matteson	Watercooler	-965.35	M
Check	09/19/2023	20794	Warehouse Direct	Building Supplies	-655.22	
Check	09/19/2023	20795	Zoro	Building Supplies	-152.97	
					<u>-79,394.98</u>	
					<u>-79,394.98</u>	

### Income and Expense by Month September 2023



### Income Summary September 2023

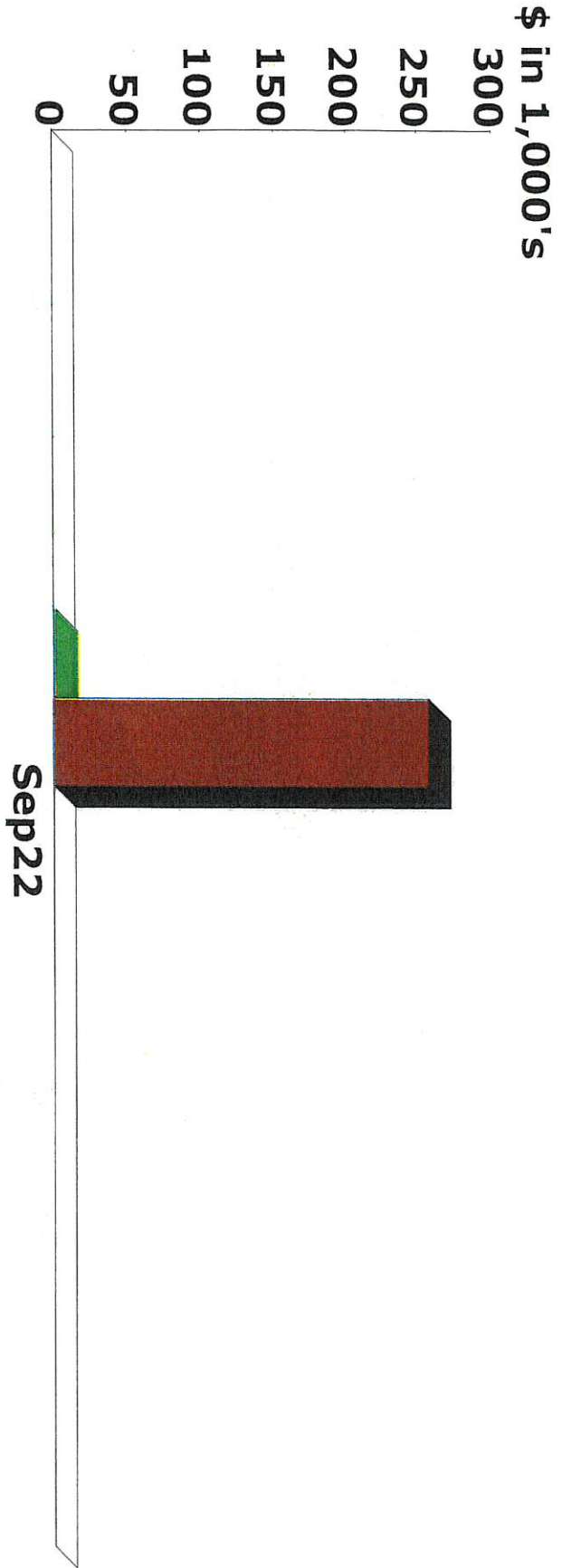


Income Account	84000	R.E. TAXES - INSI	\$-33,279.00
Income Account	14620	PATRON SALES/FEEES	56.39%
DONATIONS	14540		38.38
Sub-Total			\$-27,086.10

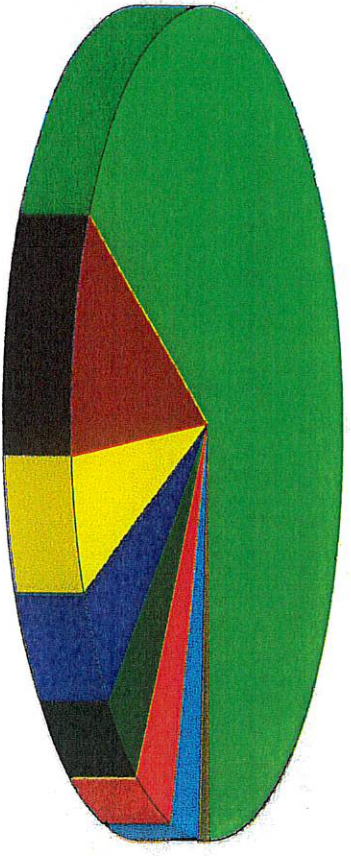
By Account

### Income and Expense by Month September 2022

■ Income  
■ Expense



### Expense Summary September 2022



PERSONNEL	66.77%
OPER/SERV	9.57
SPECIAL ACCOUNTS	5.49
MATERIALS	5.08
55141 . IMRF FUND - EXPENSE	4.53
65161 . SOCIAL SECURITY FUND	4.37
8 . UNEMP/LIABILITY INSURANCE	3.48
OPERATING SUPPLIES	0.70
<b>Total</b>	<b>\$257,531.77</b>

By Account



**Registration is now open!**

Early Bird discount ends January 12, 2024

[REGISTER NOW](#)

## About the Conference

The Public Library Association (PLA) invites you to join thousands of public library workers, supporters, and vendors from across the country and around the world to celebrate all things public libraries at the PLA 2024 Conference, April 3–5, in the vibrant city of Columbus, Ohio!

This three-day event offers more than 100 thoughtfully curated education sessions, inspiring speakers and authors, engaging networking opportunities, career services, micro-learning moments, and a bustling exhibits hall featuring the latest in products, services, and innovations.

Together, let's shape the future of public libraries.

## Call for Proposals Is Closed

Thanks to everyone who submitted a program or workshop proposal. Organizers have been notified of their acceptances. The call for How-To Stage proposals is still to come! Sign up for alerts to be notified when it opens.