

Matteson Area Public Library District
Board of Trustees Regular Meeting Minutes
Tuesday, May 21, 2024 at 6:30 PM
Room A

1. Call to Order

Howard Hunigan called the meeting to order at 6:30pm

***Our Mission:** The library is an important community partner that disseminates knowledge for the benefit of society and provides **quality programs** and **services** for **all ages** thus bringing people together, fostering creativity, and encouraging lifelong learning.*

***Our Vision:** We strive to be a library that is integral to the lives of all residents, by providing an inviting center which offers a diverse spectrum of innovative services, materials, and programming to **enrich, transform, and empower** our community.*

Roll Call: Howard Hunigan, Temitope Babayode, Beverly Coleman, Andrea Williams, Donna Brumfield, Angela Brummel arrived at 7:42pm.

Absent: Jonathan Currin

Staff present: Director Nikeda Webb, Administrative Assistant Robin Covington

2. Pledge of Allegiance

3. Opportunity for Public Comment - None

4. Consent Agenda:

MOTION BY: Howard Hunigan 2ND BY: Tem Babayode

Discussion: None

Roll call voted.

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

Motion carried.

5. Items removed from the Consent Agenda

6. Board Docs Demo by Diligent - Library Board management software - Director Nikeda Webb gave the demonstration how to navigate the platform of Board Docs Demo by Diligent two youtube videos were shown. This will be where all the Board documents are stored agendas, meeting minutes and calendars. One of the most discussed features was the searchable database the ability to find previous minutes and motions voted on. A representative will come out to do proper training and work with the board.

7. Consideration of Financial Reports and related Financial Concerns

7.1 Motion to approve April disbursements of **\$36,097.16** for operating invoices, and **\$146,157.19** for payroll related expenses, for a total disbursement of

\$182,254.35.

MOTION BY: Beverly Coleman

2ND BY: Donna Brumfield

7.2 Other

Discussion: Director Nikeda Webb gave an update and reviewed highlighted checks issued for ProQuest LLC. and James Rachlin for investment policy, The Story of E was for the Logo/Branding. She shared that the tax deposit account with Cook County has been updated. Positive pay is set up with First American. Director Webb is working with the finance committee to discuss how to show ACH transactions on the disbursement list.

Roll call voted.

Beverly Coleman - Yes	Andrea Williams - Yes
a Brumfield - Yes	Tem Babayode - Yes
Howard Hunigan - Yes	Angela Williams-Brummel - Yes

Motion carried.

8. Amend Chapter 1: Intent and Process of Board Policy-1.1

Discussion to amend Chapter 1 to update timeline to include new language, ***“This manual shall be reviewed, reaffirmed, or revised at least every four years.”***

Howard Hunigan suggested a formal process of reviewing the board policy manual every four years and bylaws every three years.

Review of Chapter 2: Board Responsibilities and Parameters-Tem Babayode

Reviewed, highlighted and made some recommendations regarding:

- 2.3b Code of Ethic - suggestion to add new language to state it will be discussed in a closed session.
 - 2.5 Board Eligibility and Qualifications - add dies to be consistent with bylaws
 - 2.6 Recognize Trustees violations of ethical standard recommendation to add new language to make it consistent with bylaw
 - 2.6 President of the Board - recommendation to make the Director the Freedom of Information Officer (FOIA).
 - 2.6 President of the Board - a recommendation to be consistent with our bylaws we should add to this policy the Board President appoints members to standing committees.
- Howard Hunigan made a suggestion that the President would be the Chair of the Personnel Committee and asked the members to think about it for future discussion.
- 2.8 Treasurer - recommendation to change language to be consistent with bylaws
 - 2.9 Secretary - recommendation to change language to be consistent with bylaws and to add oversee that written minutes and records are maintained for all closed session meetings. Work with the President to review every six months.
 - 2.9 Secretary - recommendation to delete maintains records of Trustee attendance at Board meetings and informs the President of excessive absences.
 - 2.9 Secretary - recommendation to delete maintains records of the elections
 - 2.11 Board Self-Evaluation - recommendation was to do it twice a year, board

would like it to remain annually.

- 2.12 Board of Trustees - travel recommendation to add Board President and The Vice-President will not travel in the same vehicle or air flight. Board would like to delete the entire bullet point and make it best practices.

9. Director and Assistant Director's Report

- 9.1 Building & Technology (Thom Webb & Andy Murgus)
Nikeda Webb gave update on the building, the timer on the lights are not working properly but we are having them serviced. We lost power but everything is back up and running. Technology: Laptops have been processed and Andy Murgas with the tech team are working on a technology plan.
- 9.2 Continuing Education & Meetings - Nikeda Webb attended the Atlas workshop for trustees and directors relationship. ALA (American Library Association) is coming up, travel plans for the conference have been shared.
- 9.3 News & Marketing (Logo, Newsletter, Strategic Plan) Showed the logo on letterhead, business and library cards to give the board an ideal of what it would look like. The Newsletter is being printed now. Working on a timeline to communicate to the community the new strategic plan.
- 9.4 Staff Resignations & Updates - New employee Jordan Williams in the computer lab. We are looking to fill a shelver's position.
- 9.5 Library Programs, Events, Outreach - Summer reading kick-off will be on (June 8, 2024) at 6:00pm please come join us. The Memorial Day Parade is (Monday May 27, 2024) we will have the train again to pass out candy and hand out brochures about the library. Director stated she did attend a HOA (Homeowner Association) meeting and we are going to start shooting some little videos to share at their meetings.
- 9.6 Trustee Notes-Updated Check Signing Schedule is now on the folder.

10. President's Report

- 10.1 Laconi Trustee Banquet (May 3, 2024) Beverly Coleman and Andrea Williams gave updates of attending the Banquet.
- 10.2 Board Policy Manual Review
 - Chapter 3-Meeting of the Board-Andrea Williams - June
 - Chapter 4-Risk Management-Beverly Coleman - July
 - Chapter 5&6 -Library Director & Finances Donna Brumfield - August
 - Chapter 7&8-Public Communications & Personnel Jonathan Currin-Sept.
 - Chapter 9 Other Policies-Angela Williams-Brummel - October
 - Possible Board Policy Manual-Revised/Reviewed (*motion in November*)
- 10.3 Planning for next year's fiscal year Board Meetings agendas items and calendar (*Date & Time?*) Howard Hunigan will have a tentative schedule next month with all our meetings and resolutions coming up.

11. Open Items - None at this time

12. New Business

- 12.1 Election of Officers-Library Board of Trustees By-Laws Article V Section 2-Annual Election - Howard Hunigan reminded the board that the person takes the office of the position immediately after they have been voted in and they do not need to be sworn into the position.

The Board Secretary Andrea Williams read the nominations for the office of the President. Tem Babayode nominated Howard Hunigan and he accepted.

The Board Secretary Andrea Williams read the nominations for the office of

Vice-President. Howard Hunigan nominated Tem Babayode and he accepted.

The Board Secretary Andrea Williams read the nominations for the office of Treasurer. Andrea Williams nominated Beverly Coleman and she accepted.

The Board Secretary Andrea Williams read the nominations for the office of Secretary. Tem Babayode nominated Andrea Williams and she accepted.

- 12.2 A motion for amend Board Policy Manual 2.12 Board of Trustees Travel Deleting the last sentence “***A majority of Trustees will not be authorized to travel in the same vehicle or on the same airline flight.***”

MOTION BY: Howard Hunigan

2ND BY: Andrea Williams

Roll call voted.

Beverly Coleman - Yes	Tem Babayode - Abstain
Andrea Williams - Yes	Howard Hunigan - Yes
Donna Brumfield - Yes	Angela Williams-Brummel - Yes

Motion carried.

- 12.3 A motion to introduce and table the working budget for Fiscal Year 2024-2025

MOTION BY: Beverly Coleman

2ND BY: Tem Babayode

Discussion: Both Nikeda Webb and Beverly Coleman gave an overview of the working budget for Fiscal Year 2024-2025. We are voting to table it.

Roll call voted.

Beverly Coleman - Yes	Tem Babayode - Yes
Andrea Williams - Yes	Howard Hunigan - Yes
Donna Brumfield - Yes	Angela Williams-Brummel - Yes

Motion carried.

- 12.4 A motion to approve 1 year contract with O'Neil & Gspardo for Fiscal Year Audit 2024-2025

MOTION BY: Beverly Coleman

2ND BY: Donna Brumfield

Discussion: None at this time

Roll call voted.

Angela Williams-Brummel - Yes	Howard Hunigan - Yes
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Donna Brumfield - Yes	Beverly Coleman - Yes
Tem Babayode - Yes	Andrea Williams - Yes

Motion carried.

- 12.5 A motion to approve a 4% wage increase for the staff with satisfactory performance or above reviews for the 2024-2025 Fiscal Year. **(The Library Director pay increase will be addressed at our June meeting.)**

MOTION BY: Beverly Coleman

2ND BY: Tem Babayode

Discussion: Howard Hunigan reminded the board of what was stated in 2023, that the word satisfactory performance or above would be included in future years.

Roll call voted.

Howard Hunigan - Yes	Andrea Williams -Yes
Angela Williams-Brummel - Yes	Beverly Coleman - Yes
Tem Babayode - Yes	Donna Brumfield - Yes

Motion carried.

- 12.6 A motion to amend the Matteson Area Public Library District Board Trustees By-Laws Article V: Section 8 -Signatures/Electronic Transaction Policy - Hand-out
Howard Hunigan asked that 12.6 be deleted from the agenda

13. Committee Updates/Upcoming meetings

- 13.1 Special Board Meetings-**June 4, 6:30 p.m.**/Building Proposal for Interior Renovations and other Facilities issues
Tem Babayode gave an update on the meeting with Studio CG they will be bring options 2 and 3 with more colors, lighting and floor plans to the next meeting on June 4, 6:30 p.m.
- 13.2 Finance Meeting/ Budget & Appropriation Ordinance - Will schedule a meeting. Personnel will handle some business under closed session.

14. 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 compensation of a specific employee and to discuss semi-annual review of executive session minutes as mandated. **(5ILCS 120/2 (2)(21))**

MOTION BY: Andrea Williams

2ND BY: Beverly Coleman

Roll call voted.

Howard Hunigan - Yes	Tem Babayode - Yes
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Donna Brumfield - Yes	Angela Williams-Brummel - Yes
Beverly Coleman - Yes	Andrea Williams - Yes

Motion carried.

Time entered: 8:47pm **Time reconvened:** 9:27pm

15. Correspondence - None at this time

16. Next Month Meeting June (Possible Agenda Items)

- Review of Chapter 3- Board Policy Manual-**Andrea Williams**
- Standing Committees for 2024-2025
- Annual Report- Highlights of the year
- Annual Organization Meeting (resolutions)
- Closed sessions minutes/ open or closed
- Approve the Working Budget for 2024-2025 Fiscal Year
- The Financial Records of the District shall be reviewed at the end of the fiscal year

17. Adjournment Motioned BY: Howard Hunigan 2nd BY: Donna Brumfield

Time: 9:29pm

Andrea Williams, Board Secretary

Robin Covington, Administrative Assistant