



**Matteson Area Public Library District  
Board of Trustees Regular Meeting Minutes**

Tuesday, October 21, 2025, at 7:00 PM

Room D, 801 S. School Avenue, Matteson, Illinois, 60443

**Members Present**

Howard Hunigan, Temitope Babayode, Beverly Coleman, Jonathan Currin, Donna Brumfield, Angela Williams-Brummel, Casandra Holliday arrived at 7:23 pm

**Members Absent - None**

**Staff Present**

Director Nikeda Webb, Assistant Director Thomas Webb, Administrative Assistant Robin Covington

**1. Call to Order**

By: Howard Hunigan

Time: 7:02 pm

**2. Roll Call**

Howard Hunigan, Beverly Coleman, Jonathan Currin, Donna Brumfield, Angela Williams-Brummel

**3. Pledge of Allegiance**

**4. Opportunity for Public Comment**

None Present

**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.

Motion to approve the Consent Agenda

*Moved by:* Howard Hunigan

*Seconded by:* Donna Brumfield

**Yes**           Angela Brummel, Beverly Coleman, Donna Brumfield, Howard Hunigan, Jonathan Currin, and Temitope Babayode

**Motion carried. 6-0**

5.1      Approval of the Agenda for October 21, 2025

5.2      Approval of the Minutes for the Regular Board Meeting-September 16, 2025

5.3      Approval of the Minutes for the Special Board Meeting-September 10, 2025

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

Howard Hunigan requested to remove the closed session from tonight's board meeting agenda October 21, 2025.

*Moved by:* Howard Hunigan

*Seconded by:* Temitope Babayode

**Yes**           Angela Brummel, Beverly Coleman, Donna Brumfield, Howard Hunigan, Jonathan Currin, and Temitope Babayode

**Motion carried. 6-0**

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

7.1      Motion to approve September 2025 disbursements in the amount of \$282,556.63 for operating expenses

Discussion: Nikeda Webb provided an update on September disbursements, highlighting payments that exceeded the threshold (\$3,000).

*Moved by:* Beverly Coleman

*Seconded by:* Temitope Babayode

**Yes** Angela Brummel, Beverly Coleman, Donna Brumfield, Howard Hunigan, Jonathan Currin, and Temitope Babayode

**Motion carried. 6-0**

**7.2 Updated sheet on Renovation Payments**

Nikeda Webb gave an update on renovation payments. Studio GC was the only payment for September. Nikeda Webb explained the process for payments. Dan Eallonardo calls it Pay Application. He verifies it. Studio GC certifies it and makes sure it is correct. It is then submitted for payment. We had an increase of the building permit it was \$8,500 but now it is \$14,571.01 that amount can be covered from the contingent line item.

**8. Youth Services Presentation-Susan Fulcher**

Susan gave her presentation, introduced her staff and talked about last year's programs. Susan gave her Goals for 2025-2026-focusing on reading.

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

9.1 Building & Technology Nikeda Webb stated we will continue to update and replace our computers.

Thomas Webb gave the building update. We added a new handle to the fire exit door to make it more secure. The (AV) audio & visual equipment in rooms A&B has stopped working so we are having someone from the Fathom Media Company come out and service them to see if they can be repaired. The next big project will be the Microsoft 365 migration.

9.2 Staff Updates: Susan Fulcher hired a part-time Teen Librarian, Thom Webb hired a new full-time person in Patron Services.

- 9.3 Programs & Services - Nikeda Webb informed the board that Baker and Taylor will be closing in December. We will be looking for other vendors to get books.
- 9.4 Outreach & Marketing  
Nikeda Webb stated as part of outreach we have been going to the Rotary meetings and partnering with them on some projects. For marketing, Thom Webb talked about the new way to sign up for library cards online. Partnering with Unique, SWAN has created a way for residents to fill out a form online to get a library card. They will get a digital library card immediately.
- 9.5 Illinois Public Library Standards  
*Illinois Public Library Standards* is a newly revised, online edition of standards replacing *Serving Our Public 4.0: Standards for Illinois Public Libraries*.  
Nikeda Webb gave out a handout with the information.

## 10. President's Report

- 10.1 Holiday Party-Angela Williams-Brummel Update  
Angela Williams-Brummel will get back to the board with a date and some restaurant choices in Matteson.
- 10.2 Reflection on the Board Retreat-Oct. 11, 2025  
Howard Hunigan suggested that next year, we determine what the administrative budget for the retreat is going to be. That will give direction to the planning committee. He also thanked Temitope Babayode for chairing the retreat. Casandra Holliday expressed that she enjoyed the retreat and the presentation of the Strategic Plan.
- 10.3 Building Renovations Grand Opening-Jan. or Feb? and other updates. Temitope Babayode  
Howard Hunigan asked Temitope Babayode to give the board some information of things we need to be aware of regarding the renovation project. Temitope Babayode stated that after doing the walk-through the east wall where the mural would be place, the new rails will cover half of the wall. Therefore, as a board, we need to consider what else we can add to that wall to maintain the WOW factor when patrons arrive. It will be discussed at the next Building and Grounds meeting. We will also discuss furniture, fixtures, equipment and the MATTESON

Letters that are on the concrete wall, the plaque, and the HVAC control system that must be fixed before they close up the walls.

Howard Hunigan suggested that we add a discussion about renovation phase two to the next Building and Grounds meeting.

The Grand Opening will be discussed at a later date.

## 11. New Business

### 11.1 Introduce & Table Tax Levy request for Fiscal Year 2025-2026

*A library tax levy is the annual request for property tax revenue by a library to fund its operations, services, and collections.*

*Libraries do not always receive the full amount from a tax levy in Illinois, as actual revenue can differ from the amount levied.*

Nikeda Webb shared a draft of tax levy. Board decided on 4%.

The next Finance Committee meeting will be on October 28th at 6:30 pm.

*Moved by:* Beverly Coleman

*Seconded by:* Temitope Babayode

**Yes** Angela Brummel, Casandra Holliday, Beverly Coleman, Donna Brumfield, Howard Hunigan, Jonathan Currin, and Temitope Babayode

**Motion carried. 7-0**

### 11.2 Motion to approve the purchase for new shelving for the lobby renovation from Midwest Office Interiors in the amount of \$33,676.52

Motion to approve the purchase for new shelving for the lobby renovation from Midwest Office Interiors in the amount of \$34,017.84

*Moved by:* Beverly Coleman

*Seconded by:* Temitope Babayode

**Yes** Angela Brummel, Casandra Holliday, Beverly Coleman, Donna Brumfield, Howard Hunigan, Jonathan Currin, and Temitope Babayode

**Motion carried. 7-0**

Discussion: Nikeda Webb gave an update there was a change in price due to selecting different end panels the colors did not match so the actual amount will be \$34,017.84 with a difference of \$341.00.

Howard Hunigan stated this motion will die because it is a different amount. A new motion is needed with the new dollar amount.

Howard Hunigan made a motion that this motion will die for purposes of record.

*Moved by:* Howard Hunigan

*Seconded by:* Temitope Babayode

**Yes** Angela Brummel, Casandra Holliday, Beverly Coleman, Donna Brumfield, Howard Hunigan, Jonathan Currin, and Temitope Babayode

**Motion carried. 7-0**

**12. Howard Hunigan stated earlier we will not go into closed session.**

**A motion to go into closed session for employment matters: concerning performance of a specific employees. 5ILCS120/2 (c)(1).**

**Discussion of minutes lawfully closed under the Open Meeting Act ILCS120/2/ (c) (21): July 1, 2025, August 19, 2025 and September 16th, 2025 closed session meetings.**

**13. Correspondence - None at this time.**

**14. Committee Meetings & Updates**

1. Building, Grounds, and Equipment Meeting-Nov. 4 at 6:30 pm
2. Finance and Insurance Committee Meeting-Oct. 28 at 6:30 pm
3. Personnel and Policy Meeting will be Nov. 6 at 6:30 pm.

**15. Next Month Meeting November 18, 2025 (Possible Agenda Items)**

1. Tax Levy Request
2. Staff Annual Report

**16. Adjournment - Motion to adjourn**

*Moved by:* Temitope Babayode

*Seconded by:* Casandra Holliday

**Yes**            Angela Brummel, Casandra Holliday, Beverly  
Coleman, Donna Brumfield, Howard Hunigan,  
Jonathan Currin, and Temitope Babayode

**Motion carried. 7-0**

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Donna Brumfield,  
Board Secretary

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Robin Covington,  
Administrative Assistant

The Board Meeting adjourned at 8:30 pm. October 21, 2025 Minutes