



## Agenda

### Board of Trustees Special Meeting

Reception for Newly Appointed  
Trustee Angela Williams-Brummel and Carmen  
Merino  
Tuesday, January 16, 2024 at 6:30 PM  
Room A  
801 S. School Avenue  
Matteson, Illinois 60443

### Board of Trustees Regular Meeting

Tuesday, January 16, 2024 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 January 16, 2024
  - 5.2 Approval of Minutes for the Building & Grounds meeting on Dec. 5, 2023
  - 5.3 Approval of Minutes for the Regular Board Meeting, December 12, 2023
6. **Items removed from the Consent Agenda**
7. **Annual Audit Presentation for Year Ended June 30, 2023**  
*(Board Policy-6.4-Annual Financial Audit) Brett Moeller–O’Neill & Gaspardo, LLC*
8. **Customer Services Department Annual Presentation-Thom Webb**

9. **Consideration of Financial Reports and related Financial Concerns**
  - 9.1 Motion to approve December disbursements of **\$84,712.38** for operating invoices, and **\$131,931.30** for payroll related expenses, for a total disbursement of **\$216,643.68**.
  - 9.2 Other
10. **Director and Assistant Director's Report**
  - 10.1 Staff Updates-new hires
  - 10.2 CE-American Library Association Conferences
  - 10.3 Building and Technology (*15 new laptops-\$17,764.80*)
  - 10.4 Grants-Per Capita and Project Next Generation
  - 10.5 Marketing-Ericka Moore
  - 10.6 Programming
  - 10.7 Other
11. **President's Report**
  - 11.1 Trustee Retreat March 9, 2024/Volunteers to plan the retreat/Finances Mission/Vision Statement
  - 11.2 Library Investment Policy and Board Investment Statement Update
  - 11.3 Finance Committee follow-up of Annual Audit Report and Working Budget Review (***date***)
  - 11.4 Update on the Building Construction Project-Trustee Babayode
  - 11.5 Holiday Party Rescheduled
  - 11.6 Last month Board Meeting minutes stated that a motion will be coming in January to purchase a CD from First American Bank not to exceed \$230,000. The Finance Committee and the Board President will not be making that recommendation at this time.
  - 11.7 Other
12. **Open Items**
13. **New Business**
  - 13.1 Motion to accept the auditor's report and letter to management.
  - 13.2 Motion to grant authority to change the library bank accounts from Chase Business Banking to First American Bank Business Banking effective February 1, 2024 with the actual transfer by March 1, 2024
  - 13.3 Motion to submit Decennial Report on Local Government Efficiency Act to the Cook County Board
  - 13.4 Approve Section 4.5 Public Funds Investment Policy of the General Policy Handbook
14. **Closed Session**

*Motion to enter into Closed Session under Section 2(c)(1) of the Open Meeting Act for "the performance of a specific employee" as mandated by Section 2.06 of the Open Meeting Act and deliberation concerning salary schedules of one or more classes of employees.*
15. **Committee Updates/Upcoming meetings**

Building & Grounds-February 13, 2024
16. **Correspondence**
17. **Next Month Meeting (Possible Agenda Items)**
  - 17.1 Approval of the Matteson Area District Library Strategic Plan for

2024-202

**18. Adjournment**

**CHECK SIGNING SCHEDULE**

Feb. 06      Howard Hunigan  
Feb. 20      Donna Brumfield

Andrea Williams  
Jonathan Currin

Beverly Coleman  
Temitope Babayode

**Trustees who will be out of town during the next month should  
notify the Library's Administrative Office.**