

**Matteson Area Public Library District
Board of Trustees Regular Meeting Minutes
August 20, 2024 at 7:00 PM**

1. Call to Order

Tem Babayode called the meeting to order at 6:36pm

***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, Jonathan Currin, Donna Brumfield, Temitope Babayode
Angela Williams-Brummel.

Absent: Beverly Coleman, Andrea Williams

Staff present: Director Nikeda Webb, Assistant Director Thomas Webb and
Administrative Support Staff Nikki Thomas.

2. Pledge of Allegiance

3. Opportunity for Public Comment - None Present

4. Consent Agenda:

MOTION BY: Howard Hunigan

SECOND BY: Tem Babayode

Roll call voted.

Howard Hunigan - Yes	Jonathan Currin - Yes
Donna Brumfield - Yes	Angela Brummel - Yes
Tem Babayode - Yes	

Motion carried.

5. Items removed from the Consent Agenda - None

6. Consideration of Financial Reports and related Financial Concerns

MOTION By: Jonathan Currin

SECOND BY: Donna Brumfield

Discussion: Director Nikeda Webb gave finance report update, went over a few checks issued Today's Business Solution Maintenance, B Allan Graphic for the Fall Newsletter. All the deposits and disbursements are in the packet. She also reported that Cook County tax deposits are now being sent to the First American Bank Account. In the packet you will see the bank transfer from Chase Bank to First American Bank account. We are working on doing our ACH transaction. Moving forward we will be including the credit card statement in the packet.

There is one fee that we are being charged per month, on the First American Bank account Ms Nikeda will reach out to see exactly what the charge is for.

Howard Hunigan reminded the board that one of the reasons we moved to First American Bank was about the fees being charged at Chase Bank.

Tem Babayode asked what was the Hayes Mechanical charge for? Ms Nikeda explained it was for the quarterly maintenance fee.

Roll call voted.

Howard Hunigan - Yes	Tem Babayode - Yes
Angela Williams - Brummel - Yes	Donna Brumfield - Yes
Jonathan Currin - Yes	

Motion carried.

7. Review of Board Policy Manual-Chapter 5 & 6: Library Director & Finances

Donna Brumfield gave the review and suggestions for changes on Chapter 5 only.

- 5.3a under C. suggesting to add the **Personnel Committee in collaboration with the Board and the Library Director should set goals for performance and areas for evaluation.** Suggestion to add new language to read **The performance goals should be specific, measurable, achievable and relevant with the Director.** In the same section under D. The Library Director shall complete a self-evaluation. Suggestion to add **When** it should be completed and add a **time frame** and **the purpose.** Same section under E. Suggesting to add by the **Personnel Chairperson** and the **Board President** to the second sentence. Suggesting to add the word **necessary** to help address any problems candidly and professionally. Under F. and the original evaluation shall **be kept in Board Secretary File and in the Personnel File in compliance with state Law.**

All of these suggestions were changed during the meeting.

The Board reviewed Chapter 6 Finances

- 6.5 A Statement of condition, was explained by Howard Hunigan he will bring language to address that also Howard Hunigan did change 6.6 Check Signing the title of that will change and 6.9 Investment Policy we just need to make sure the language is up to date.

8. Annual Progress Report from Library Staff (Nikeda Webb & Thom Webb)

Gave a presentation by powerpoint covering the Stats for Fiscal Year 2023 & 2024, gave a full overview of programs. As well as of the outreach events. The overview of what we have accomplished over the years were highlighted. The Black History Month presentation will be added to our next meeting agenda. We did get awarded the (PNG) Project Next Generation Grant, this is our 11th year and it is used for programming for the teens. The board would like to see the activity event pictures on the next highlights. Donna Brumfield and Howard Hunigan stated let's keep in mind everything we do should be tied to our Strategic Plan.

9. Director and Assistant Director's Report

- 9.1 Building & Technology - The Security Lights has been updated. Working with American Electric to update the generator.
- 9.2 Continuing Education & Meetings - (ILA) Illinois Library Association will be in Peoria, Illinois on October 8 - 10, 2024
- 9.3 News & Marketing (Newsletter, Website) The newsletter has a new layout you should receive it in the mail. Please let us know what you think. Staff has had much training in marketing. We are sending out more email blasts doing targeting marketing to inform the card holders of programs and events.
- 9.4 Staff Resignations & Updates - Andy Murgas retired and Ms Nikeda decided to wait to replace the position until we get the recommendation from outsourcing technology company. Ms Nikeda will give the board the recommendations of phase 1 when she receives it. We will be hiring a Digital Librarian this is a Full-Time position and hiring a Part-time Youth Services staff member.
- 9.5 Library Programs, Events, Outreach - We attended several events and for the next 3 weeks we will be attending open houses.
- 9.6 Trustee Notes-Election - There are 4 seats that'll be open, the time frame has been moved up November 12th to 18th. Packets are ready so you can come and pick it up.
- 9.7 Other - None

10. President's Report

- 10.1 Standing committees versus special or ad hoc committees are created to deal with short-term or one-time tasks. Howard Hunigan stated after research it will not be appropriate to make them standing committees. Because they were unique to a project. So its more ad hoc type. Howard Hunigan asked for volunteers to be on the committee to plan the ground breaking of the project? Ms Nikeda stated that we can tell the community about the remodel in our strategic plan that will be sent out. Donna Brumfield and Angela Brummel volunteered. They will report back to the board.
- 10.2 Secretary's records shall be audited by 2 other Trustees (Jonathan Currin /Donna Brumfield) will work on that. This will be added to next months agenda.
- 10.3 Reports from the American Library Association Meeting, June 21-27, 2024 Donna Brumfield stated that it was an excellent use of time by seeing the materials and interacting with other libraries but networking was the most beneficial. Tem Babayode stated that he was impressed with the artificial intelligence in one of the libraries, he went to visit several libraries and was very impressed. He would like to see something attractive in our children area. Howard Hunigan stated most libraries have polices about Board Trustees attending conferences is this something we want to work on or develop. The Board decided that this is not something that is needed. Howard Hunigan wanted to address that we don't go over what is budgeted for conferences.
- 10.4 Property Tax Town Hall Meeting 7/23/2024 Matteson Community Center & Property Tax Appeal Meeting 7/31/2024 Holiday Inn Matteson, Illinois a discussion was held concerning the Property Tax. Howard Hunigan did state that the word is getting out regarding the Tax process. We gave the community an opportunity to ask questions but no one attended.

11. New Business

- 11.1 Motion to introduce and table the Budget & Appropriation for Fiscal Year 2024-2025

MOTION By: Jonathan Currin

SECOND BY: Tem Babayode

Discussion: Ms Nikeda Webb stated she met with the finance committee to review and update some fees copies are in your packet. The tentative budget notice was put in the newspaper on August 16, 2024. It is also available for Patrons to come in and take a look.

Roll call voted.

Howard Hunigan - Yes	Tem Babayode - Yes
Angela Williams - Brummel - Yes	Donna Brumfield - Yes
Jonathan Currin - Yes	

Motion carried.

11.2 Motion to approve insurance quote from Utica for \$33,597 for Fiscal Year 2024-2025

MOTION BY: Jonathan Currin SECOND BY: Tem Babayode

Discussions: Ms Nikeda stated a copy of the quote is in your packet with the breakdown of the coverage.

Roll call voted.

Donna Brumfield - Yes	Tem Babayode - Yes
Angela Williams - Brummel - Yes	Howard Hunigan - Yes
Jonathan Currin - Yes	

Motion carried.

12. Committee Updates/Upcoming Meetings

12.1 Special Board Meeting-update from August 15, 2024 6:30 pm
Tem Babayode stated a follow up meeting will be held on August 27, 2024 at 6:30 pm. This meeting we will need to make specific decisions on the Proposal for Interior Renovations and other Facilities issues.

12.2 Finance Meeting/Budget & Appropriation Ordinance/Hearing to Adopt will be held on September 17, 2024 at 6:45pm for the public to give input.

13. Correspondence - Letter from the State Library Ms Nikeda will email it out.

14. Next Month Meeting August (Possible Agenda Items)

- Review of Chapter 4 Risk Management - Board Policy Manual-Bev Coleman
- Approve the Budget and Appropriation Ordinance - September 17, 2024 hearing at 6:45pm.

15. Adjournment: MOTION BY: Donna Brumfield SECOND BY: Tem Babayode

Ayes 5. Nays 0. Motion Carried.

The Board Meeting adjourned at 8:41pm.

Andrea Williams, Board Secretary

Robin Covington, Administrative Assistant