

**Matteson Area Public Library District  
Board of Trustees  
Meeting Minutes  
July 11, 2023  
7:00 pm**

**A. 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.**

President Hunigan called the meeting to order at 7:02 pm.

**B. Roll Call**

- Present were Trustees Howard Hunigan, Donna Brumfield, Jonathan Currin, Beverly Coleman. Also present were Director Nikeda Webb, Computer Service Manager Andy Murgas, and Administrative Assistant Robin Covington.

**C. Pledge of Allegiance**

**D. Opportunity for Public Comment**

- Colette Leonard resident arrived toward the end of the meeting but had no comment.

**E. Consent Agenda**

- Trustee Howard Hunigan made a motion to approve the consent agenda. Seconded by Trustee Donna Brumfield. Roll call vote.

❖ Howard Hunigan - yes	❖ Jonathan Currin - yes
❖ Donna Brumfield - yes	❖ Beverly Coleman - yes

Motion carried.

**F. Consideration of Financial Reports and Related Financial Concerns**

- Trustee Beverly Coleman made a motion to approve June disbursements of **\$36,759.66** for operating invoices, and **\$149,120.51** for payroll related expenses, for a total disbursement of **\$185,880.17**. Seconded by Trustee Jonathan Currin  
Roll call vote.

❖ Howard Hunigan - yes	❖ Jonathan Currin - yes
❖ Donna Brumfield - yes	❖ Beverly Coleman - yes

Motion carried.

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

- Director Webb updated the Board on the following.
- **In-Service** staff training will be on August 18<sup>th</sup>, 2023 we are attending the SWAN Expo Annual Conference it is an all-day session.
- **Outreach** – We are looking at ways to be out in the community more. We will host MAPLD FANFEST which will be this month, we also just did a Baby Expo Saturday.
- **Strategic Plan – Community Organizations** we have reached out to other community agencies, to figure out other ways we can help each other serve the same community.
- **License Plate Renewal** - will start next month; we're having the Department of Motor Vehicle here for a mobile event. This will be the Kick-Off for doing license plate renewals here at the library.
- **Computer Services Presentation** – Mr. Andy Murgas reported the New IP phone system will be completed by the end of the month. The old phone line will remain in the elevator for emergencies.  
Server – it's time to upgrade  
Trustee President Hunigan asked the question what will be the different between the old and the new system.  
Mr. Murgas answered faster processor and better hard drives, with the Microsoft Windows updates our current server will not be compatible and will not work correctly.  
We plan to educate our patrons how to use Drones and how to create 3D Hologram Presentations, these are cutting edge services that we will be able to provide to the community.

H. **President's Report**

- Hand-out - Appointment of Standing Committees (Article VI By-Laws: Committees Section 2) The Committees have not changed from last year
- Hand-out - Illinois new anti-book ban legislation - We haven't had any issues so far
- Board Member to be involved in monthly meetings with the Director to establish the Regular Monthly Board Meeting Agenda (Tuesday before Board Meeting)  
Trustee Hunigan requested for someone to volunteer the duties are to basically look at the agenda for the meetings.
- By-Laws Article III Section 4 Vacancies and Board Policy Manual 9.7 Recognition of Board Members-unable to serve (Election of Officers)  
The Trustee President cannot appoint someone to fill a vacancy by law, it has to be an election. It cannot be appointed.

- The Secretary’s records shall be audited by 2 other trustees appointed by the president. The audit shall be conducted each fiscal year. 75 ILCS 16/30-65  
Trustee Donna Brumfield and Trustee Beverly Coleman volunteered.
- Finance committee to audit Treasurer’s Reports  
Trustee Beverly Coleman will take the lead to get this done by September 13, 2023
- Board Policy 3.4 Calendar of Events for Fiscal Year  
We have the calendar it has been emailed and it’s on the Google Doc.
- Decennial Committee on Local Government Efficiency -Trustee Currin and Director Webb will complete the report for final approval of the full board.  
Trustee Jonathan Currin and Director Nikeda Webb will get this done and make it part of one of our meetings.

**Standing Committees updates**

- Building and Grounds – Trustee Babayode and Director Webb met and went over a list of projects, updating the tables, adding solar chargers, the electrical room, the gas room and thermostats. Two architect firms came out to do a walkthrough for the space audit we will go over their plans and present them to the full board. We will meet again to set a monthly meeting schedule for the committee.
- Personnel Committee – Trustee Andrea Williams is in charge of working with General Board Policy Manual. Bylaws are done now. The committee will recommend to the full board if there is a need for any changes.
- Finance Committee – No meeting needed.

**I. Open Items - None**

**J. New Business**

1. Motion to approve Resolution 2023-8 A resolution to declare a Library Trustee vacancy. was motioned by Trustee Hunigan and 2<sup>nd</sup> by Trustee Brumfield  
Roll call vote

❖ Howard Hunigan - yes	❖ Jonathan Currin - yes
❖ Donna Brumfield - yes	❖ Beverly Coleman - yes

Motion carried

2. Motion to amend the Matteson Area Public Library District Trustees By-Laws  
Article V: Section 2. Nominations

At its first meeting in each month of May, the Board shall hold an annual election of officers from among its members. Officers shall serve a term lasting until the first Board meeting in the month of May of the following year. In the **event of the death, resignation, or removal of an officer prior to the expiration of his or her term, the Board President will nominate a replacement at a regular or special meeting to be voted on at the next regular meeting. Additional nominations may be made from the floor at either the meeting when the nomination is announced or at the meeting when the vote is taken. The elected trustee shall serve until the next regular election.** Trustee President Hunigan made a motion and 2<sup>nd</sup> by Trustee Donna Brumfield Roll call vote

❖ Howard Hunigan - yes	❖ Jonathan Currin - yes
❖ Donna Brumfield - yes	❖ Beverly Coleman - yes

Motion carried

3. Motion to approve Ordinance 2023-1, setting the monthly meeting dates for the Board of Trustees for FY 2023-2024

Trustee Jonathan Currin made a motion and 2<sup>nd</sup> by Trustee Donna Brumfield

Any discussion? None

Roll call vote

❖ Howard Hunigan - yes	❖ Jonathan Currin - yes
❖ Donna Brumfield - yes	❖ Beverly Coleman - yes

Motion carried

4. Motion to approve Ordinance 2023-2, for Building and Maintenance Levy for FY 2023-2024

Trustee Jonathan Currin made a motion and 2<sup>nd</sup> by Trustee Beverly Coleman

Any discussion? None

Roll call vote

❖ Howard Hunigan - yes	❖ Jonathan Currin - yes
❖ Donna Brumfield - yes	❖ Beverly Coleman - yes

Motion carried

5. Motion to approve Resolution 2023-1, setting dates for Holiday Closings for FY 2023-2024

Trustee Jonathan Currin made a motion and 2<sup>nd</sup> by Trustee Beverly Coleman

Any discussion? None

Roll call vote

❖ Howard Hunigan - yes	❖ Jonathan Currin - yes
❖ Donna Brumfield - yes	❖ Beverly Coleman - yes

Motion carried

6. Motion to approve Resolution 2023-2, Authorizing an Emergency Cash Fund to Operate like a working cash fund for FY 2023-2024.

Trustee Jonathan Currin made a motion and 2<sup>nd</sup> by Trustee Beverly Coleman

Any discussion? None

Roll call vote

❖ Howard Hunigan - yes	❖ Jonathan Currin - yes
❖ Donna Brumfield - yes	❖ Beverly Coleman - yes

Motion carried

7. Motion to approve Resolution 2023-3, Authorization for Check Signing for FY 2023-2024. Trustee Currin made a motion and 2<sup>nd</sup> by Trustee Brumfield

Any discussion? None

Roll call vote

❖ Howard Hunigan - yes	❖ Jonathan Currin - yes
❖ Donna Brumfield - yes	❖ Beverly Coleman - yes

Motion carried

8. Motion to approve Resolution 2023-4, the Special Reserve Fund Plan for FY 2023-2024. Trustee Jonathan Currin made a motion and 2<sup>nd</sup> by Trustee Beverly Coleman

Any discussion? None

Roll call vote

❖ Howard Hunigan - yes	❖ Jonathan Currin - yes
❖ Donna Brumfield - yes	❖ Beverly Coleman - yes

Motion carried

9. Motion to approve Resolution 2023-5, Requesting the Assessing of Impact Fees by of Matteson on new development on the library's behalf for FY 2023-2024.

The village will collect fees on our behalf.

Trustee Jonathan Currin made a motion and 2<sup>nd</sup> by Trustee Beverly Coleman

Any discussion? None

Roll call vote

❖ Howard Hunigan - yes	❖ Jonathan Currin - yes
❖ Donna Brumfield - yes	❖ Beverly Coleman - yes

Motion carried

10. Motion to approve Resolution 2023-6 Authorizing Public Library Non-Resident Cards for FY 2033-2024. Note that there was a change made to the agenda to Correct the Dates from FY 2033-2024 to FY 2023-2024

Trustee Currin made a motion and 2<sup>nd</sup> by Trustee Brumfield

Any discussion? None

Roll call vote

❖ Howard Hunigan - yes	❖ Jonathan Currin - yes
❖ Donna Brumfield - yes	❖ Beverly Coleman - yes

Motion carried

11. Motion to approve Resolution 2023-7 Resolution Authorizing Intervention in Proceedings Before the State of Illinois Property Tax Appeal Board for FY 2023-2024  
Trustee President Hunigan made a motion and 2<sup>nd</sup> by Trustee Beverly Coleman  
Any discussion? None  
Roll call

❖ Howard Hunigan - yes	❖ Jonathan Currin - yes
❖ Donna Brumfield - yes	❖ Beverly Coleman - yes

Motion carried

12. Motion to retain Klein, Thorpe, and Jenkins as legal counsel for liability issues; HR Source for HR Issues; Alliant Employee Benefits for the library staff benefit agency, and Cook and Kocher for Liability Insurance for 2023 - 2024 Fiscal Year.  
Trustee Jonathan Currin made a motion and 2<sup>nd</sup> by Trustee Beverly Coleman  
Any discussion? Question are these all up for renewal? So these are renewed every year.  
Roll call vote

❖ Howard Hunigan - yes	❖ Jonathan Currin - yes
❖ Donna Brumfield - yes	❖ Beverly Coleman - yes

Motion carried

13. Motion to approve Trustee Currin as the Chair of the Decennial Committee on Local Government Efficiency  
Trustee Currin made a motion and 2<sup>nd</sup> by Trustee Beverly Coleman  
Any discussion? None  
Roll call vote

❖ Howard Hunigan - yes	❖ Jonathan Currin - yes
❖ Donna Brumfield - yes	❖ Beverly Coleman - yes

Motion carried

14. Motion to Introduce and Table the Budget and Appropriation Ordinance 2023-3  
Trustee Jonathan Currin made a motion and 2<sup>nd</sup> by Trustee Beverly Coleman  
Any discussion? Yes, Director Nikeda Webb stated she attended a budget Workshop in Springfield and met with a financial consultant.  
Roll call vote

❖ Howard Hunigan - yes	❖ Jonathan Currin - yes
❖ Donna Brumfield - yes	❖ Beverly Coleman - yes

Motion carried

15. Motion to appoint Trustee Donna Brumfield and Trustee Beverly Coleman to audit the Matteson Area District Library Secretary’s minutes for 2022-2023

Trustee Jonathan Currin made a motion and 2<sup>nd</sup> by Trustee Donna Brumfield

Any discussion? Yes, what is the date? So the Treasurer and the Secretaries audit must be completed by Sept. 30<sup>th</sup>, 2023 that will be (2) Separate motions.

Roll call vote

❖ Howard Hunigan - yes	❖ Jonathan Currin - yes
❖ Donna Brumfield - yes	❖ Beverly Coleman - yes

Motion carried

K. **Correspondence** - None

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

- Budget and Appropriation Hearing will be 15 minutes before the meeting on at 6:45pm August 15<sup>th</sup> 2023.

**Any other suggested items for discussion**

- The Construction timeline for building projects and what’s next in the process  
Will there be electronic disposal this summer? Director Nikeda stated We are scheduling it for some time in the fall

XIII. **Adjournment**

The Board meeting adjourned. Trustee Hunigan made a motion to adjourn the meeting. Seconded by Trustee Brumfield. Ayes 4. Nays 0. Motion carried.

The Board meeting adjourned at 8:19 pm.

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Andrea Williams, Board Secretary

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Robin Covington, Administrative Assistant