

Matteson Area Public Library District
Board of Trustees
Meeting Minutes
June 13, 2023
7:00 pm

President Hunigan asked the Board for a moment of silence in memory of Board Trustee member Harold Gillis, who died on May 28, 2023.

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 7:05 pm.

I. **Roll Call**

- Present were Trustees Howard Hunigan, Donna Brumfield, Temitope Babayode, Jonathan Currin, Beverly Coleman, and Andrea Williams. Also present were Director Nikeda Webb, Assistant Director Thom Webb, Andy Murgas Computer Service Manager, Robin Covington and Laurretta Benford.

Remarks regarding Harold Gillis were given by: Howard Hunigan, Beverly Coleman And Donna Brumfield.

II. **Pledge of Allegiance**

III. **Opportunity for Public Comment**

- No public present.

IV. **Consent Agenda**

- Trustee 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	❖ Andrea Williams- yes
❖ Beverly Coleman - yes	❖ Temitope Babayode – yes

Motion carried.

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

- Trustee Coleman made a motion to approve May disbursements of **\$51,341.17** for operating invoices, and **\$123,693.72** for payroll related expenses, for a total disbursement of **\$175,034.89**. Seconded by Trustee Babayode who requested a correction be made to minutes in reference to the month being approved. (May not March) Roll call vote.

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❖ Howard Hunigan-yes	❖ Jonathan Currin - yes
❖ Donna Brumfield-yes	❖ Andrea Williams-yes
❖ Temitope Babayode-yes	❖ Beverly Coleman – yes

Motion carried.

VI. **Director’s and Assistant Director’s Report**

- Director Webb reported on the Summer Reading Program – June 3 – July 31 youth and staff components.
- Staff Updates – New Hires Michael Thomas, Jihan Davis, Mary Hammons and Robin Covington. Tiffany Henderson is Marketing
- Staff Development – Bring back Committee Engagement, Marketing, Social Committee, Program Committee, Tech Committee, Diversity, Equity and Inclusion. Develop a staff training calendar
Middle Management training for Department Managers
Rotary will meet here starting in July.
- In-Service staff training will be on August 18th.
- Space Audit – (2) potential quotes Dewberry, Studio GC will speak to the Team to get the ball rolling. A walk thru with Building and Grounds needs to take place.
- FOIA request Better Government Management Association regarding Salaries.
- Identified (2) people for the Murals waiting for samples
- Memorial Day Parade – Had a Great time we had 17 employees to attend we will do it again next year.
- Mega Fest - July 1, 2023 for Richton Park will be at The Barn on Western. The Library will be involved we will hand out flyers regarding our services the event is from 11am-7pm.
- Strategic Plan – Thomas Webb reported, the Survey age group was 25 – 35 years of age the responses were wanting More Space, Café, Special Needs, Community Representations, Marketing and Outreach, Language Barrier, Hours to be open longer, over a 1000 people responded in-person and online, gift cards were raffled out to people that completed the survey.

VII. **President's Report**

- Strategic Planning (Key Theme) Technology, Engagement of Programs
- Board roles in Strategic Planning Appointment of Standing Committees
Next month Trustee Hunigan will give Committee up-dates
- Building, Grounds and Equipment Committee- will be meeting with Ms. Nikeda. You will hear more next month
- Finance – Nothing
- Personnel and Policy - Nothing
- Upcoming Meeting Schedule – 2nd Tuesday in July. August we will start 3rd Tuesday, November and December we will go back to the 2nd Tuesday. We will check the dates to make sure there are no conflicts
- Update the County Director Email address information, because no one received the email that was sent to Trustees
- Tentative Calendar – On the Web Page
- Student Trustee Rep – Nothing
- Use of Computers at Board Meetings – Want to move electronically (Training will be needed)
- By-Laws Article – Update the By-Laws that will be on the next agenda.
- Next meeting (July) those interested in filling the vacancy position of Vice - **President (?)**
- Trustee Hunigan will bring back language for the Death of a board member and language to the Board to appoint someone to become an Officer.
- Trustee Brumfield and Trustee Currin will work on Sub-Committee and bring recommendations to the Board. Resumes of candidates and the Language to change the By-Laws

VIII. **New Business**

- Decennial Committee on Local Government Efficiency - Ms. Webb stated the report has to be completed by 18 months. Board members and two residents. Decennial Committee on Local Government goes to the State. 1st meeting convened on June 10th. Meeting can be part of the Board Meeting since no direction was given on what the meeting should be on. Ms. Webb will fill out the form and bring it back.
- Motion to remove from the table and approve the working Budget for Fiscal Year 2023-2024 was made by Trustee Coleman and Seconded by Trustee Brumfield. Roll Call Vote.

❖ Howard Hunigan-yes	❖ Jonathan Currin - yes
❖ Donna Brumfield-yes	❖ Andrea Williams-yes
❖ Temitope Babayode-yes	❖ Beverly Coleman – yes

Motion carried.

- Motion to approve Matteson Area Public Library District Resolution 2023 -1 Honoring Harold Gillis Years of Service as Library Trustee. Board Policy states all departing Board Members receive a Plaque.
- Other Board Expenses
- Refund from patron fax machine
- Add SHRM Human Resource Membership

IX. **Closed Session**

Trustee Hunigan made a Motion to enter into Closed Session under Section 2 (c) (1) of the Open Meetings Act for “The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body.” Seconded by Trustee Brumfield
Roll call vote. Motion to Closed Session

❖ Howard Hunigan-yes	❖ Jonathan Currin - yes
❖ Donna Brumfield-yes	❖ Andrea Williams-yes
❖ Temitope Babayode-yes	❖ Beverly Coleman – yes

Motion carried. The Board went into closed session 9:09 pm.

Board reconvened from closed session at 9:30pm.

X. **Correspondence**

- Letter from Office of Secretary of State stating the Grant was awarded.
- A Thank you, Card from Laretta Benford

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

- Annual Ordinances and Resolutions
- Upcoming events

XIII. **Adjournment**

The Board meeting adjourned. Trustee Hunigan made a motion to adjourn the meeting. Seconded by Trustee Brumfield. Ayes 6. Nays 0. Motion carried.

The Board meeting adjourned at 9:43 pm.

Andrea Williams, Board Secretary

Robin Covington, Administrative Assistant