

Matteson Area Public Library District
Board of Trustees Regular Meeting Minutes
Tuesday, February 20, 2023 at 7:00 PM
Room A

1. Call to Order

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

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: President Howard Hunigan, Trustee Donna Brumfield, Trustee Beverly Coleman, Vice-President Temitope Babayode, Student Trustee Carmen Merino, Trustee Jonathan Currin arrived at 7:07pm, Trustee Andrea Williams arrived at 7:31pm.

Absent: Trustee Angela Williams-Brummel

Staff Present: Director Nikeda Webb, Assistant Director Thom Webb, Computer Service Manager Andrew Murgas, Administrative Assistant Robin Covington

3. Pledge of Allegiance

4. Opportunity for Public Comment - None Present

5. Consent Agenda-

MOTION BY: President Howard Hunigan **2ND BY:** Trustee Donna Brumfield

The record shows a correction was made to the February 20, 2024 Board Meeting Agenda to change the Board Meeting date from January 16, 2023 to January 16, 2024 correction was made.

Roll call voted.

President Howard Hunigan - YES	Trustee Donna Brumfield - YES
Trustee Beverly Coleman - YES	Vice-President Temitope Babayode - YES

Motion carried.

6. Items removed from the Consent Agenda - None

7. Consideration of Financial Reports and related Financial Concerns

- 7.1 Motion to approve January disbursements of **\$84,637.16** for operating invoices, and **\$127,044.19** for payroll related expenses, for a

total disbursement of **\$211,681.35**.

MOTION BY: Trustee Beverly Coleman 2ND BY: Vice-President Tem Babayode

Discussion: Director Nikeda Webb, highlighted a few checks issued from the list in the board packet:

- CDW check was for the laptops
- O'Neill & Gaspardo for the audit
- Hayes Mechanical
- Black History Programming
- SWAN (System Wide Automated Network) quarterly fees

Roll call voted.

President Howard Hunigan - YES	Trustee Donna Brumfield - YES
Trustee Beverly Coleman - YES	Vice-President Temitope Babayode - YES
Trustee Jonathan Currin - Yes	

Motion carried.

8. Review of Strategic Plan 2024-2026

Director Nikeda Webb went over the proposed Strategic Plan goals for 2024 - 2026. After approval from the Board, Staff from all departments will work to develop plans to achieve the goals over the next 3 years.

9. Director and Assistant Director's Report

- 9.1 Building & Technology - Fifteen laptops were purchased. They will be ready to roll out soon. Hotspots and Rokus will be updated next. MAPLD uses TechSoup which gives us really great deals on technology for non-profits. The Building has had no issues.
- 9.2 Continuing Education & Meetings - 2024 PLA conference is in Columbus, Ohio April 3rd through April 5th. The 2024 ALA conference is in San Diego, California June 27th through July 2nd. Those interested in attending any of the conferences should let Robin know. She will handle registration and travel arrangements.
- 9.3 News & Marketing- Director Nikeda and staff met with the marketing consultant, Ericka Moore (The Story of E) to review logo samples.
- 9.4 Outreach -.The Outreach Committee had their first meeting. They plan to do different outreach activities monthly. This month is Puppy Bowl. We are collecting items for the Human Society. We continue to

collect food for the pantry and Rich Township Pantry and our micro-pantry.

- 9.5 Staff & Programs - Miss Laura Alexander retired so there is an opening for a Page position. Part-time Security Officer David Robinson will be resigning to attend school at the end of March. We will be hiring someone for Security.

Programming- we have seen an increase in attendance. Bid Whist is still our biggest program. The Black History Gala was successful and we had a big turn out. Met with staff and discussed having the Gala offsite next year at the hotel to accommodate almost 300 patrons in attendance. We will have programs/activities at the library on Friday nights from 6:30pm to 8:30pm during the month.

- 9.6 Trustee Notes - There are some trustee workshops being held virtually:

March 2, 2024 10:00am - 12:00pm -

Understanding the Power of an Accessible Library

April 6, 2024 10:00am -12:00pm -

ILL Library Trustees: What's the Job And What I Wish I Had Known?

May 4, 2024 10:00am - 12:00pm -

Director Searches & Evaluations: Tips and Tricks from Two Veterans
Those interested should let Ms. Nikeda know.

- 9.7 Other: Auditors - The board has a copy of the audit report. The Finance Committee will set up a meeting to review the Audit Recommendations. Director Nikeda reminded trustees that this is the year we search for new auditors.

10. President's Report

- 10.1 Trustee Retreat March 9, 2024/Finances etc. - President Hunigan asked Trustee Brumfield to give an update on the retreat. Trustee Brumfield and Trustee Andrea Williams will revisit the topics for the retreat. Theme "The State of the Matteson Area Public Library"

Discussion topics for retreat:

- Trustees will look at the mission and vision statements
- Library Finances/Library Law presentation
- Trustees will complete the yearly required trainings

Retreat will be here at the Library March 9th, 2024 from 9:00am - 2:30pm. A formal invitation will be sent to everyone.

- 10.2 Board Policy Review - President Hunigan stated this is the year we review board policies. He will assign chapters to all trustees and they will be responsible for presenting it at a future meeting.
- 10.3 Finance Committee - Trustee Coleman gave an update on First

American Bank transfer. All paperwork and signatures for accounts have been completed. Only the collateralization form is missing

President Hunigan stated that he will be bringing a new policy, dealing with the need for two signatures for checks to our next meeting. The bank doesn't require it but our Board Policy states two signatures are required. It will be just a little change of the language.

10.4 Mission and Vision Statement - we will be working on this at the retreat.

10.5 Other - None at this time

11. Open Items - None at this time

12. New Business

12.1 Approval of the Matteson Area District Library Strategic Plan for years 2024-2026

MOTION BY: President Howard Hunigan 2ND BY: Trustee Donna Brumfield

Discussion: None

Roll call voted.

President Howard Hunigan - YES	Trustee Donna Brumfield - YES
Trustee Beverly Coleman - YES	Vice-President Temitope Babayode - YES
Trustee Jonathan Currin - YES	Trustee Andrea Williams - YES

Motion carried.

12.2 Motion to to approve the AIA Document B101 Standard Form Of Agreement between the Matteson Area Public Library District and Studio GC, Inc for Interior Renovation and to authorize the Board President to execute the Agreement and Rider to the Agreement on behalf of the District

MOTION BY: Vice- President Tem Babayode 2ND BY: Trustee Jonathan Currin

Discussion: Vice-President Tem Babayode stated, this is a contract between the library and Studio GC outlining the work they are going to do. The contract has been sent to the Lawyer and after several edits he said it was ready.

President Hunigan stated that the building committee will see things first. The Director will be involved in all the process, and then it will come to the President for

signatures.

Roll call voted.

Trustee Andrea Williams - YES	Trustee Donna Brumfield - YES
Trustee Beverly Coleman - YES	Vice-President Temitope Babayode - YES
Trustee Jonathan Currin - YES	President Howard Hunigan - YES

Motion carried.

13. Committee Updates/Upcoming meetings

Building & Grounds-February 13, 2024 - An update from the meeting was given by Vice - President Babayode. He shared a copy of the overview, design process, and execution of the contract for Studio GC. The Finance Committee will be involved. There was a discussion about building permits, and a timeline for the schematic design should be given by mid March. Construction is planned to start in November, in 2024. The project will be put into phases.

Discussion: President Hunigan requested that we reach out to minority contractors during the bidding process.

The next Building and Grounds meeting will be March 12, 2024 at 6:30pm.

Finance Committee - Working Budget/Auditor Recommendation the committee meeting will be March 5, 2024 at 5:30pm.

14. Correspondence - Trustee Andrea Williams stated we received a Letter of appreciation for staff member Colleen VanderHye for being so very helpful everytime the patron comes to the library, Director Webb will be taking her to lunch to show our appreciation for the great customer service she provides. We also received a thank note from a patron who received a giveaway basket, expressing thanks to the library.

15. Next Month Meeting (Possible Agenda Items)

15.1 Resolution for Bank Signers for Illinois Funds Account - President Hunigan stated the Finance Committee will be bringing some ideas for the language to use for a resolution for bank signer for the Illinois Funds account

16. Adjournment

Motioned by: Trustee Beverly Coleman 2ND BY: Vice- President Tem Babayode

Ayes 6. Nays 0. Motion carried.

The Board meeting adjourned at **8:42pm.**

Andrea Williams, Board Secretary

Robin Covington, Administrative Assistant