

Matteson Area Public Library District
Board of Trustees Regular Meeting
Tuesday, February 18, 2025 at 7:00 PM
Room D

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

1. Roll Call

Trustees Present: Howard Hunigan, Temitope Babayode, Jonathan Currin, Donna Brumfield, Beverly Coleman, Angela Williams- Brummel

Absent Trustee: Andrea Williams

Staff Present: Nikeda Webb, Thom Webb, Robin Covington

2. Call to Order:

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.*

3. Opportunity for Public Comment - None

4. Pledge of Allegiance

5. Consent Agenda: ROLL CALL VOTE REQUIRED

MOTION BY: Howard Hunigan

SECOND BY: Donna Brumfield

Roll call voted.

Howard Hunigan - Yes	Jonathan Currin - Yes
Beverly Coleman - Yes	Donna Brumfield - Yes
Temitope Babayode - Yes	Angela Williams-Brummel

Motion carried.

6. Items removed from the Consent Agenda - None

7. Studio GC Presentation - Ms. Nikeda Webb introduced Craig Meadows to do the presentation. He focused on the progress of the phase one bid and construction documents for the project. Craig reported that the project is on target, with a 75% document review completed, intending to be out for bid in March. The bids will be reviewed with a letter of recommendation to you for the April 15th board meeting, with a potential start date in early May. The bidding process will be open, with documents available on the website and in the local newspaper. Studio GC will coordinate with Ms. Nikeda on the construction timeline for necessary preparations before we start the project. Craig asked if there were any questions.

Question: Donna Brumfield asked will there be wording to include minority Companies.

Answer: The board will need to reach out to your attorney to get the language or ordinance to include minority/women-owned businesses participating in the bidding process.

Question: Tem Babayode asked when will construction begin?

Answer: After the board meeting on March 15th, we will submit the building permits that could take 2 weeks or 4 weeks. Then we will see if the contractor has the ability to start in April or the beginning of May. That will give time for the library to move books and make the necessary changes to redirect the usage to the side door because patrons will not be able to use the front door.

Question: Angela Williams-Brummel asked what is the bidding process? What is the deadline for a contractor to put in a bid?

Answer: The state requirement is that we have an open-bid process. We will send advertisement to Nikeda Webb to put in the local newspaper and website. The drawings will be posted on the library's website. We will also notify contractors that we feel are capable/experienced and have a good track record. The deadline for contractors to bid will probably be near the end of March.

8. Consideration of Financial Reports and Related Financial Concerns

- 8.1 Motion to approve January disbursements of **\$116,391.17** for operating invoices, and **\$199,247.81** for payroll-related expenses, for a total disbursement of **\$315,638.98**.
- 8.2 Studio GC/Remodeling Invoice #23143.03 for **\$19,778.57** - Howard Hunigan stated this is just informational for you; that is why it is not listed as a motion.

MOTION BY: Beverly Coleman

SECOND BY: Temitope Babayode

Discussion: Nikeda Webb gave financial updates for January, ACH transactions, and financial transactions, highlighted: Otis Elevator Co., Outsource IT Solutions, SWAN fees, AT Bus Solutions, Gumdrop Books, Semmer Landscape, The Story of E.: These were items that went over the threshold. Clover, the card payment machine, took in \$1,800 this month.

Roll call voted.

Howard Hunigan - Yes	Jonathan Currin - Yes
Beverly Coleman - Yes	Donna Brumfield - Yes
Temitope Babayode - Yes	Angela Williams-Brummel - Yes

Motion carried.

9. Director and Assistant Director's Report

- 9.1 Technology - Thom Webb gave the update. The Windows computer systems support will end in October, we need to get some additional computers. We will start in the computer lab and then a couple of essential employees. We now have a new internet provider Telecom, which will be a 50% reduction in cost for a 3 year contract. They have a backup system in case the internet should go down. We can now run through the generator if the power goes out.
- 9.2 Outreach - Nikeda Webb gave the update, we are working with the Rotary, Southland Chambers of Commerce and Family Youth Initiative. Just working to build those partnerships. The schools are calling us back, including School District 227.
- 9.3 Staff Updates - Nikeda Webb said we are looking to hire a computer attendant for the computer lab.
- 9.4 Programs - Nikeda Webb talked about the Black History Month kick-off weekend was well attended, with a total of 550 people came through the (4) events. We have more events on Friday evenings after hours to close out the month. We got great feedback from the residents of the community; they appreciated the entire weekend. Nikeda Webb will review what was spent in the Finance Committee meeting. Next year, we are planning to scale back with the renovations; everything will be on one day for the kick-off.
- 9.5 Other- Thom Webb informed the board that we have partnered with AARP to provide Tax services for our community, and there is no charge. They will be here on Thursday and Friday until April 11, 2025.

10. President's Report

- 10.1 Project Manager/Construction Manager - Tem Babayode gave the update and duties of the Owner Representative. Dan Eallonardo has worked with the Library in the past. Ms Nikeda Webb passed out his proposal from Independent Construction Services. The proposal has been sent over to the Attorney for review. Howard Hunigan stated that we would add a motion at the next meeting. Tem Babayode suggested that we go back to meeting on the 2nd Tuesday of the month at 6:30 pm for Special Board Meetings.
- 10.2 Trustee Development on the use of Diligent Community (Board Doc) - Howard Hunigan would like to wait to schedule training after the election.
- 10.3 Trustee Notes - Nikeda Webb passed out ILA Trustee Training schedule. If you would like to attend, we can get you registered.

11. Open Items - None

12. New Business

- 12.1 Motion to eliminate part-time custodial position -

MOTION BY: Beverly Coleman

SECOND BY: Temitope Babayode

Discussion - Nikeda Webb stated after meeting with the managers to discuss their departments. What do they still need, or what can they cut? The Building and Grounds Manager Lisa Fasano said she didn't feel the part-time custodial position was needed and could be eliminated.

Roll call voted.

Angela Williams-Brummel - Yes	Jonathan Currin - Yes
Howard Hunigan - Yes	Donna Brumfield - Yes
Temitope Babayode - Yes	Beverly Coleman - Yes

Motion carried.

13. Committee Updates/Upcoming Meetings -

Finance committee will meet on March 3, 2025 at 5:30 pm

Special Board Meeting will meet on March 11, 2025 at 6:30 pm

Howard Hunigan stated we will need to schedule a Personnel Committee Meeting soon.

14. Correspondence - None

15. Next Month's Meeting March 18, 2025 (Possible Agenda Items)

- Working Budget Review will be scheduled for March
- Review previously closed minutes
- Auditor Report - will be scheduled for March meeting
- Security Presentation (April) - will be scheduled for March

Adjournment Motion by: Tem Babayode

Second by: Beverly Coleman

Ayes **6**. Nays **0**. Motion Carried. The Board Meeting adjourned at 8:30 pm.

February 18, 2025, Board Meeting Minutes

Andrea Williams, Board Secretary

Robin Covington, Administrative Assistant