



Agenda

Board of Trustees Regular Meeting

Tuesday, February 18, 2025 at 7:00 PM

Room D, 801 S. School Avenue, Matteson, Illinois, 60443

THIS MEETING IS OPEN TO THE PUBLIC

If you anticipate needing any type of accommodations or have questions about the physical access provided, please call (708) 748-4431 in advance of your participation or visit.

Items that are not listed on the agenda are for discussion only.

1. Roll Call

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

4. Pledge of Allegiance

5. Consent Agenda

ROLL CALL VOTE REQUIRED

All items on the Consent Agenda are considered routine in nature and will be enacted in one motion. There will be no separate discussion of these items unless a Board member so requests, in which event, the item will be removed from the Consent Agenda and considered before the Active Agenda segment begins.

5.1 Approval of the Agenda for February 18, 2025

5.2 Approval of the Minutes for the Regular Board Meeting
January 21, 2025

6. Items removed from the Consent Agenda

7. Studio GC Presentation

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 expenses, for a total disbursement of **\$315,638.98**.

8.2 Studio GC/Remodeling Invoice # 23143.03 for **\$19,778.57**

9. Director and Assistant Director's Report

9.1 Technology

9.2 Outreach

9.3 Staff Updates

9.4 Programs

9.5 Other

10. President's Report

10.1 Project Manager/Construction Manager

10.2 Trustee Development on the use of Diligent Community (Board Docs)

10.3 Trustee Notes

11. Open Items

12. New Business

12.1 Motion to eliminate part-time custodial position

13. Committee Updates/Upcoming Meetings

14. Correspondence

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

- Working Budget review
- Review previously closed minutes
- Auditor Report
- Security Presentation (April)

16. Adjournment

CHECK SIGNING SCHEDULE

February 18	Donna Brumfield	Angela Brummel	Beverly Coleman
March 4	Jonathan Currin	Howard Hunigan	Andrea Williams
March 18	Temitope Babayode	Donna Brumfield	Angela Brummel

Trustees who will be out of town during the next month should notify the library's Administrative Office and provide their contact information.

Board of Trustees Regular Meeting
 Tuesday January 21, 2025 (Rescheduled)
 Tuesday, January 28, 2025 at 7:00 PM
 Room D

1. Call to Order by Howard Hunigan at 7:00 pm

2. Roll Call

Trustees Present: Howard Hunigan, Temitope Babayode, Jonathan Currin, Donna Brumfield, Beverly Coleman, Angela Williams-Brummel arrived at 7:20 pm.

Absent Trustee: Andrea Williams

Staff Present: Nikeda Webb, Thom Webb, Robin Covington

3. Pledge of Allegiance

4. Opportunity for Public Comment - None Present

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	-----

Motion carried.

6. Items removed from the Consent Agenda - None

7. Consideration of Financial Reports and related Financial Concerns

7.1 Motion to approve December disbursements of **\$101,773.31** for operating invoices, and **\$91,621.47** for payroll related expenses, for a total disbursement of **\$193,394.78**.

MOTION BY: Beverly Coleman

SECOND BY: Tem Babayode

Discussion: Nikeda Webb gave financial updates for December, ACH transactions, financial transactions, highlighted: Midwest Tapes Hoopla Deposit and Quill Corp Supplies.

7.2 Clover Update - (Clover) is the point of sale credit/debit processing machine. We now have three (3) the board, elected not to charge the 3% onto the patron at this time.

Roll call voted.

Temitope Babayode - Yes	Jonathan Currin - Yes
Beverly Coleman - Yes	Donna Brumfield - Yes

Howard Hunigan - Yes	=====
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Motion carried.

8. Security Presentation - To be rescheduled

9. Director and Assistant Director's Report

- 9.1 Building & Technology (Server) - Thom Webb gave the update regarding the building. The youth staff office area has been combined in the back of the building with public and adult service departments in preparation of the renovation to create more space. Technology the new server is up and running and all the migration of information is complete.
- 9.2 Staff updates - Greg Hunt is our new Digital Librarian he will be responsible for maker space. Greg and the team met and went thru the website we don't have a date yet of completion.
- 9.3 Library Programs, Events, Outreach (Winter Welcome/BHM) - Nikeda Webb gave the updates Winter Reading kick-off started. Black History Month will kick-off at the former Holiday-Inn for the entire weekend with activities. We will also have programs on Friday after hours during the month.
- 9.4 Trustee Notes (Election) - April is elections and we have five (5) candidates that will be on the ballot.

10. President's Report

- 10.1 Project Manager - Tem Babayode gave the update on the the project and the suggestion to hire a Project Manager to manage the project. Nikeda Webb has reached out to two (2) firms Gilbane and Independent Construction Services Dan Eallonardo. We have a quote from Dan Eallonardo. We are waiting to hear from Gilbane. We have worked with both before. These will be shared with the trustees. The board will select the Project Manager.
- 10.2 Building Design Project - Howard Hunigan made a statement that more board members need to be involved, and suggested we go back to scheduling special meetings for the building project with Studio GC.

11. New Business

- 11.1 Motion to approve the new Board Policy Manual following review and revision to the old Board Policy Manual.

MOTION BY: Howard Hunigan SECOND BY: Donna Brumfield

Roll call voted.

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

Motion carried.

- 11.2 Motion to amend Article VIII: Amendment of By-Laws Section 1 to include these By-Laws will formally be reviewed or revised every three years by the Board.

MOTION BY: Howard Hunigan SECOND BY: Tem Babayode

Roll call voted.

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

Motion carried.

- 11.3 Motion for Disposal of the Materials Handling System (Bin Sorter) amendment to add the name of Bin Sorter.

MOTION BY: Howard Hunigan

SECOND BY: Jonathan Currin

Roll call voted.

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

Motion carried.

12. **Correspondence** - from Pentecostal Church of Christ Cathedral of Matteson
Thank you letter for the toys that were donated for the Holiday.

13. **Next Month Meeting February 18 (Possible Agenda Items)**

- Board Trustee pictures 6:45 February 18 meeting. Please wear your MAPLD shirt.
- Working Budget review
- Review previously closed minutes
- Auditor Report - update
- Diligent Board Doc
- Possible Security presentation

Upcoming Finance Committee will meet February 6, 2025 at 6:00pm

14. **Adjournment** - at 8:45 pm

Motion to adjourn Howard Hunigan Seconded by: Tem Babayode

Ayes 6. Nays 0. Motion Carried. The Board Meeting adjourned at 8:45pm.

January 28, 2025 Board Meeting Minutes

Andrea Williams, Board Secretary

Robin Covington, Administrative Assistant

Matteson Area Public Library District
January Checks & ACH Transactions

Date	Num	Name	Memo	Amount	Freq
01/16/2025	eft	IMRF		-12,547.37	
01/17/2025	eft	Empower-457		-115.00	
01/17/2025	eft	EFTPS		-11,446.40	
01/17/2025	eft	IL Dept. of Revenue		-2,338.75	
01/21/2025	eft	Amazon.com	Supplies	-1,274.00	
				-27,721.52	
01/07/2025	3564	Alliance Entertainment	AV	-417.48	
01/07/2025	3565	AT & T	Internet	-381.36	M
01/07/2025	3566	ATLAS -	PNG Youth Program (Grant)	-2,500.00	
01/07/2025	3567	Baker & Taylor	Books	-2,327.46	
01/07/2025	3568	Barrette Seibert	AS Program	-600.00	
01/07/2025	3569	Blackstone Publishing	eBooks	-366.40	
01/07/2025	3570	Demco, Inc	Tech Processing	-141.82	
01/07/2025	3571	Ellacec Publishing	PS Programs	-500.00	
01/07/2025	3572	Ervin Smith	Security	-680.00	
01/07/2025	3573	Gale/Cengage Learning	Books	-362.42	
01/07/2025	3574	Hayes Mechanical	Pneumatic System	-2,172.00	
01/07/2025	3575	Jihan Davis	Mileage & Supplies	-103.74	
01/07/2025	3576	Juan Coleman	BHM Program	-750.00	
01/07/2025	3577	Otis Elevator Co.,	Maintenance & Repair	-3,272.62	Q
01/07/2025	3578	Outsource IT Solutions Group	Computer Services	-4,297.76	
01/07/2025	3579	Paula Dixon	Security	-1,100.00	
01/07/2025	3580	Petty Cash	Mileage & Supplies	-68.71	
01/07/2025	3581	Playaway Products	eBooks	-267.85	
01/07/2025	3582	Quill Corporation	Office Supplies	-229.50	
01/07/2025	3583	RAILS	Book Browse	-530.00	
01/07/2025	3584	Semmer Landsdape LLC	Dec. Snow Service	-1,875.00	
01/07/2025	3585	Susan Fulcher	Mileage & Supplies	-1,271.94	
01/07/2025	3586	T-Mobile	Cellphone	-106.40	M
01/07/2025	3587	Tashean Briggs	YS Program	-200.00	
01/07/2025	3588	The Eagle Uniform Co.	Security Uniforms	-316.53	
01/07/2025	3589	The Home Depot	Storage Cabinet	-139.37	
01/07/2025	3590	Warehouse Direct	Building Supplies	-528.54	
01/21/2025	3591	Alliance Entertainment	AV	-224.47	
01/21/2025	3592	AT Bus. Solutions	Maintenance Agreement	-7,210.00	A
01/21/2025	3593	Baker & Taylor	Books	-1,379.67	
01/21/2025	3594	Chandra Goodwin	BHM Program	-300.00	
01/21/2025	3595	Daily Southtown	Newspaper Renewal	-335.08	Q

01/21/2025	3596	Edward Baker	BHM Program	-300.00	
01/21/2025	3597	Enterprise Office Prod.	6 Toner Refills	-475.00	
01/21/2025	3598	Ervin Smith	Security	-140.00	
01/21/2025	3599	Felicia Colman Evans	BHM Program	-500.00	
01/21/2025	3600	Flutter Bee	YS Books	-3,825.00	
01/21/2025	3601	Gale/Cengage Learning	BOOKS	-230.92	
01/21/2025	3602	Gumdrop Books	YS BOOKS	-4,024.91	
01/21/2025	3603	Hayes Mechanical	Maintenance	-2,375.00	Q
01/21/2025	3604	Juan Coleman	BHM Program	-750.00	
01/21/2025	3605	Menards	Supplies	-282.45	
01/21/2025	3606	Mobile Beacon	Renewal 1 Device	-120.00	A
01/21/2025	3607	NCPERS Life Ins.	Employee Life Ins.	-96.00	
01/21/2025	3608	Off-Site Business Sol.	Bookkeeping	-138.00	M
01/21/2025	3609	Outsource IT Solutions Group	IT Maintenance	-7,000.00	M
01/21/2025	3610	Overdrive Inc	ebooks/Annual Deposit	-3,384.11	A
01/21/2025	3611	Paula Dixon	Security	-800.00	
01/21/2025	3612	Playaway Products	Audiobooks	-402.69	
01/21/2025	3613	Quill Corporation	Building Supplies	-646.27	
01/21/2025	3614	RAILS	Swank Movie Licesnse	-448.00	A
01/21/2025	3615	Semmer Landsdape LLC	Maintenance/De-Icing	-3,065.00	M
01/21/2025	3616	SWAN	Fees Jan-Mar 2025	-8,905.00	Q
01/21/2025	3617	Technology Mgt Fund	Internet	-450.00	M
01/21/2025	3618	Thaddeaus Williams	BHM Program	-1,250.00	
01/21/2025	3619	The Eagle Uniform Co.	Security Uniforms	-308.43	
01/21/2025	3620	The Story of E	Author Program/Logo	-3,425.00	
01/21/2025	3621	Unique Mgmt Service	Collection Services	-157.60	
				-78,455.50	
				-106,177.02	

The undersigned, being two officers of the Board of Trustees of the Matteson Area Public Library District do hereby certify and warrant that the items listed below are properly billed charges or expenses for goods or services received by the District and recommend approval and prompt payment by the Board.

President's Signature

Date

Treasurer's Signature

Date

J.P.Morgan

JPMORGAN CHASE BANK NA
P.O. BOX 15918
MAIL SUITE DE1-1404
WILMINGTON DE 19850

ACCOUNT NUMBER	4485 9279 0004 9362
PAYMENT DUE DATE	01/21/2025
AMOUNT DUE	\$8,755.56
CURRENT BALANCE	\$8,755.56

Remit To: JPMORGAN CHASE BANK NA
P.O. BOX 4475
CAROL STREAM, IL 60197-4475

AMOUNT ENCLOSED \$

MATTESON AREA PLD
NIKEDA WEBB
801 SCHOOL AVE
MATTESON IL 60443-1849

** 0000000

448592790004936200875556008755563

PLEASE TEAR PAYMENT COUPON AT PERFORATION

STATEMENT MESSAGES

COMMERCIAL ACCOUNT SUMMARY

ORGANIZATION NAME: MATTESON AREA PLD
ACCOUNT NUMBER: 4485927900049362

CLOSING DATE 12-27-24 CREDIT LIMIT 50,000 AVAILABLE CREDIT 41,244	PREVIOUS BALANCE	10,227.17
	PURCHASES AND OTHER CHARGES	8,755.56
	CASH ADVANCES	.00
FOR CUSTOMER SERVICE CALL: 1-800-316-6056 FOR TTY/TDD SERVICE CALL: 1-800-955-8060	CREDITS	.00
	PAYMENTS	10,227.17-
	LATE PAYMENT CHARGES	.00
SEND BILLING INQUIRIES TO: JPMORGAN CHASE BANK NA COMMERCIAL CARD SOLUTIONS P.O. BOX 2015 MAIL SUITE IL1-6225 ELGIN, IL 60121	CASH ADVANCE FEE	.00
	FINANCE CHARGES	.00
	NEW BALANCE	8,755.56
	TOTAL PAYMENT DUE	8,755.56
	DISPUTED AMOUNT	.00

INDIVIDUAL CARDHOLDER ACTIVITY**Purchasing Activity**

Post Date	Tran Date	Reference Number	Transaction Description	Amount
12-18	12-16	24445004352200226531239	WALMART.COM 8009256278 800-966-6546 AR P.O.S.: 200012733315494 SALES TAX: 0.00	30.77
12-19	12-17	24431064353114390926365	BURLINGTON STORES 146 MATTESON IL P.O.S.: 91517073 SALES TAX: 0.00	426.62
12-19	12-18	24445004354001201616336	WALGREENS #3651 OLYMPIA FIELD IL P.O.S.: NONE SALES TAX: 0.00	25.00
12-19	12-17	24610434353004035115995	ROSS STORES #1469 MATTESON IL P.O.S.: 014690056143 SALES TAX: 26.79	294.70
12-20	12-18	24198804354450829155452	PAYPAL *FREEMANLUCI 4029357733 CA P.O.S.: 1b91a430073c70 SALES TAX: 0.00	180.00
12-20	12-18	24445004354200218070350	WALMART.COM 8009256278 800-966-6546 AR P.O.S.: 200012741517631 SALES TAX: 0.00	44.04
12-20	12-19	24445004355001230733481	WALGREENS #3651 OLYMPIA FIELD IL P.O.S.: NONE SALES TAX: 0.00	335.70
12-23	12-21	24055234356189031381296	WALMART.COM 800-925-6278 AR P.O.S.: 71470147 SALES TAX: 0.00	105.00
12-23	12-20	24445004356001262344750	WALGREENS #3651 OLYMPIA FIELD IL P.O.S.: NONE SALES TAX: 1.20	132.98
12-24	12-23	24430994359191539779866	DNH*GODADDY#3448641725 HTTPS://WWW.G AZ P.O.S.: 00000000000000034 SALES TAX: 0.00	388.44
Total Purchasing Activity				\$5,219.11

Telecommunication Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
12-18	12-17	24692164352100226356474	TRACFONE *AIRTIME TRACFONE.COM FL P.O.S.: 884072607 SALES TAX: 14.81	121.06
Total Activity				\$121.06

Travel Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
12-05	12-04	24943004340105883674481	MARCUS CHICAGO HGHTS BOX CHICAGO HEIGH IL P.O.S.: 95900010 SALES TAX: 2.27	25.00
12-05	12-04	24943004340105883674499	MARCUS CHICAGO HGHTS BOX CHICAGO HEIGH IL P.O.S.: 95900011 SALES TAX: 2.27	25.00
12-06	12-04	24431064340106163350878	OLIVE GARDEN 0021142 MATTESON IL P.O.S.: 704767084810045 SALES TAX: 0.00	50.00
12-09	12-05	24202984341030036897128	MOBILE ROOM ESCAPE 773-219-2922 IL P.O.S.: 202175153772 SALES TAX: 54.55	600.00
12-09	12-06	24202984343030079770206	MOBILE ROOM ESCAPE 773-219-2922 IL P.O.S.: 202177638510 SALES TAX: 1.91	21.00
12-09	12-07	24943004343107893750373	CHEESECAKE ORLAND PARK ORLAND PARK IL P.O.S.: 6368188713000 SALES TAX: 0.00	241.58
12-09	12-07	24943004343107893750381	CHEESECAKE ORLAND PARK ORLAND PARK IL P.O.S.: 6368188713000 SALES TAX: 0.00	164.70
12-12	12-11	24801974347178944068124	BALAGIO RESTAURANT HOME HOMEWOOD IL	444.49

ACCT. NUMBER: 4485 9279 0004 9362

MATTESON AREA PLD

INDIVIDUAL CARDHOLDER ACTIVITY**Purchasing Activity**

Post Date	Tran Date	Reference Number	Transaction Description	Amount
				Total Purchasing Activity
				\$434.22

Travel Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
12-04	12-03	24692164338109175355568	PUBLIC STORAGE 08065 800-567-0759 IL P.O.S.: 297437529 SALES TAX: 0.00	138.90
12-09	12-09	24011344344000010547887	DD *DOORDASHDASHPASS WWW.DOORDASH. CA P.O.S.: opsntdg7p1vmy SALES TAX: 0.00	9.99
				Total Travel Activity
				\$148.89

THOMAS E WEBB 4485-9201-7138-5995	CREDITS \$0.00	PURCHASES \$1,160.36	CASH ADV \$0.00	TOTAL ACTIVITY \$1,160.36
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ACCOUNTING CODE:

Purchasing Activity

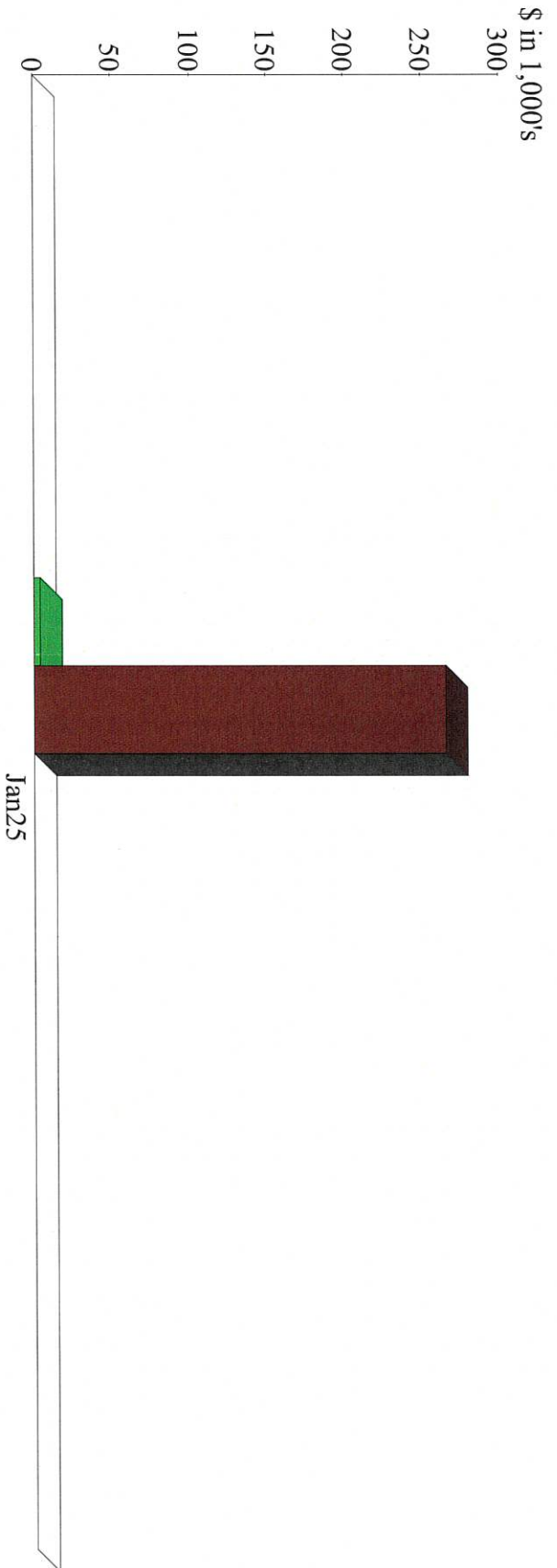
Post Date	Tran Date	Reference Number	Transaction Description	Amount
12-09	12-06	24137464342001764054390	PETES FRESH MARKET #17 MATTESON IL	136.48
12-09	12-06	24445004342200234746939	GFS STORE #0162 OLYMPIA FIELD IL	63.44
12-09	12-06	24445004342200234747010	GFS STORE #0162 OLYMPIA FIELD IL	44.46
12-09	12-06	24445004342200234747192	GFS STORE #0162 OLYMPIA FIELD IL	9.98
12-11	12-10	24692164345103111545482	ILLINOIS LIBRARY ASSOC 312-644-1896 IL P.O.S.: AHOP5B687D00 SALES TAX: 0.00	208.00
12-20	12-20	24692164355103061821260	ILLINOIS LIBRARY ASSOC 312-644-1896 IL P.O.S.: AJOP5A88602B SALES TAX: 0.00	260.00
				Total Purchasing Activity
				\$722.36

Travel Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
12-04	12-03	24445004338300548599283	FSP*ACCENT ON EXCELLENCE 708-361-0030 IL P.O.S.: 7656 SALES TAX: 0.00	438.00
				Total Travel Activity
				\$438.00

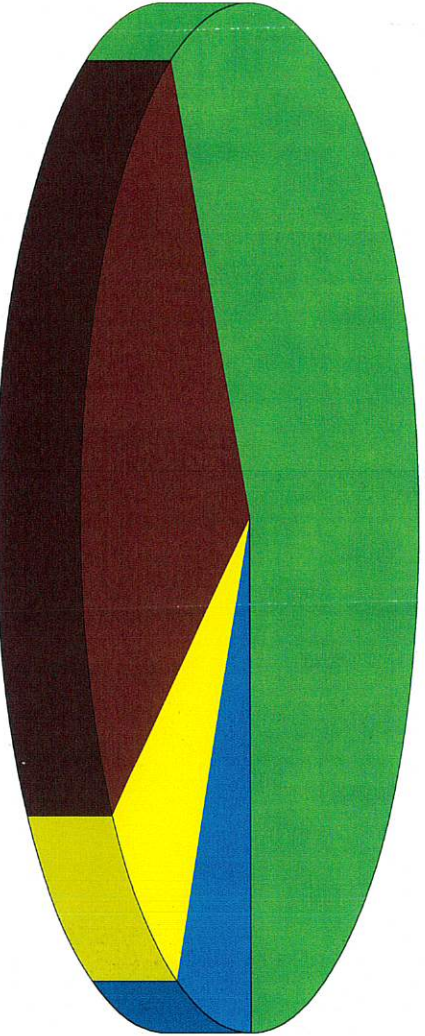
Income and Expense by Month

Income
Expense



Income Summary

January 2025

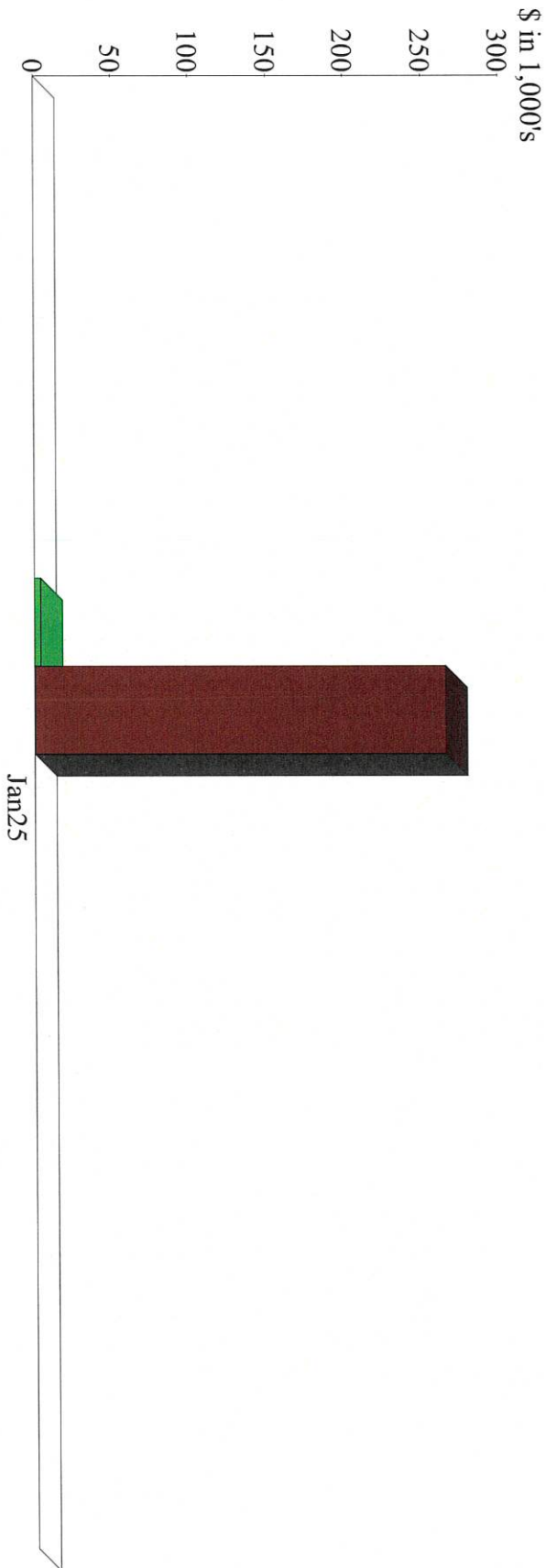


Income Account	57.75%
14620 · PATRON SALES/FEEES	27.37
14540 · DONATIONS	8.05
1466 · 1466-REIMBURSEMENTS	6.82
Total	\$3,942.05

By Account

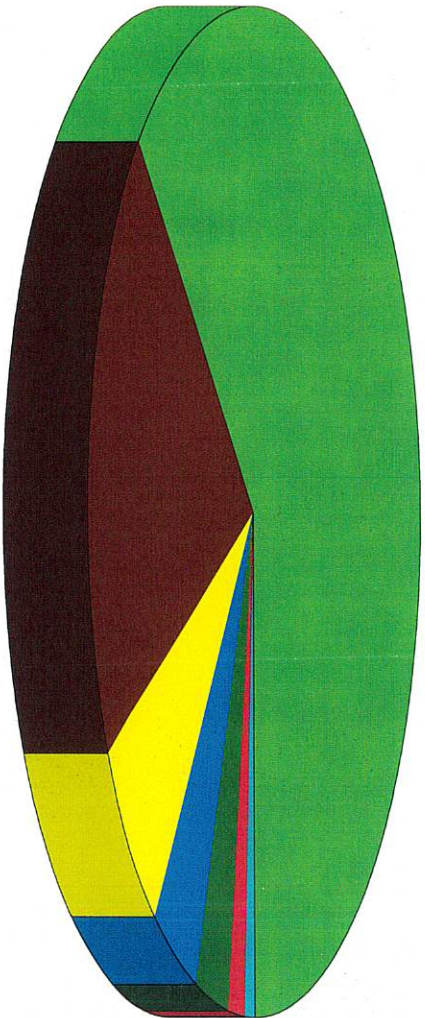
Income and Expense by Month

Income
Expense



Expense Summary

January 2025



PERSONNEL	62.04%
OPER/SERV	21.13
MATERIALS	6.89
65161 · SOCIAL SECURITY FUND	4.59
55141 · IMRF FUND - EXPENSE	3.28
SPECIAL ACCOUNTS	1.60
OPERATING SUPPLIES	0.46
Total	\$264,672.79

By Account