

**Matteson Area Public Library District  
Board of Trustees Regular Meeting Minutes**  
Tuesday, January 16, 2024 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 Jonathan Currin Trustee, Vice-President Temitope Babayode, Trustee Andrea Williams, Trustee Angela Williams-Brummel and, Student Trustee Carmen Merino

President Hunigan asked Student Trustee Carmen Merino to introduce herself.

Carmen Merino stated she is a 10th grader and attends Southland College Prep, a Band member and currently has a 4.35 GPA. She had straight A's last semester.

Trustee Beverly Coleman was present **via Zoom**.

**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**

Roll call voted.

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

Motion carried.

**6. Items removed from the Consent Agenda - None**

**7. Annual Audit Presentation for Year Ended June 30, 2023**

***(Board Policy-6.4-Annual Financial Audit)*** Brett Moeller–O’Neill & Gaspardo, LLC  
Director Nikeda Webb introduced the auditor, Mr. Brett Moeller and stated a copy

of the audit was emailed to the board.

President Hunigan made comment that he wanted to remind the board that the audit Board Policy 6.4, which is part of our policy, that under the audit, we would seek competitive bids for auditing service, at least every three years, we would work with the auditor to determine the scope of the annual audit. We review the independent auditors management letter, ensure that the outside auditor reports to the full board which is occurring tonight, defines the areas of risk and recommends financial policies to prevent fraud and those areas of risk and ensure that controls are in place.

Brett Moeller made his presentation, he stated that he would not go over the entire audit because it is lengthy but, he asked the board to look at page eight, a summary page that gives you the total revenues and expenses for the year.

- Recommendation that there be more of a **formal approval process** to record the journal entries.
- Second recommendation is to have a **clear schedule that has approvals on what staff pay rates are for the year.**
- Third recommendation is to make sure that if bank balances exceed FDIC (Federal Deposit Insurance Corporation) insurance for all your accounts that the accounts are **collateralized.**
- Fourth recommendation for **segregation of duties** is to review the procedures annually to see if there are any improvements that can be made.
- Fifth recommendation is to **maximize the interest rate** you are receiving on the bank accounts.

The last point is to remind the board that the auditors are not looking at every single transaction, they are selecting samples. There was also another letter issued, which is a boilerplate language that we have to issue for every audit.

President Hunigan stated that the Finance Committee will have a formal meeting to discuss everything that's in the letter and the recommendations. The committee will report back to us if there are other suggestions. A meeting will be scheduled in the near future.

## 8. **Customer Services Department Annual Presentation- Thom Webb**

Assistant Director Thom Webb gave a snapshot of where we stand in the Customer Service Department. Using a Powerpoint presentation, he emphasized the number of library card holders, the number of library cards issued, and the trend is consistent going in an upward direction.

Some of the new services being providing for our patrons:

- Basic office supplies, stamps, envelopes, writing paper and pens.
- License Plate Sticker renewal
- Site for people to register to vote

Two new part-time employees have been added to the department and it is finally fully staffed.

We are looking toward to the strategic plan, to rebranding, and looking into updating our technology. We have self checkout machines that are about 7 years old and technology keeps changing and the scanners are not strong enough to longer read the barcodes on the phone.

Staff is looking forward to the online card registration as the new website is redeveloped. In closing Thom stated the most important thing is making sure the patron has a good experience when attending the library.

**9. Consideration of Financial Reports and related Financial Concerns**

9.1 Motioned to approve December disbursements of **\$84,712.38** for operating invoices, and **\$131,931.30** for payroll related expenses, for a total disbursement of **\$.216,643.68**.

**MOTION BY: Trustee Beverly Coleman 2ND BY: Trustee Jonathan Currin**

Discussion: Director Nikeda Webb, mentioned that the tax deposit sheet are in the board packet. She pointed out some specific checks:

- Maintenance agreement for our computer reservation program
- Legal fees
- Murphy Solutions
- Database renewals

Roll call voted.

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

Motion carried.

9.2 Other - President Hunigan asked the Finance Committee to talk about new business 13.2 the authority to change banks.

Trustee Beverly Coleman responded to the question, the committee has been in discussion with First American Bank to transfer most of our money to that bank.

Trustee Jonathan Currin stated basically, we were talking about reducing accounts to one checking account, with Quickbooks handling the separation of funds. The auditor advised it's easier for account tracking.

President Hunigan stated let's make sure we negotiate the bank fees so that we have a clear understanding of what the fees will be, because in the past we've had plenty of discussions about our disappointment of banks charging us fees. Before we get started with First American Bank have on record what the cost of those fees will be.

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

10.1 Staff Updates - New Hires  
Tanya Holliday and LeMeah Brownlee have been added to the Customer Service Department.

10.2 CE-American Library Association Conferences - Director Webb will be attending ALA LibLearnX in Baltimore-January 19-22.. The Public Library Association Conference will be held April 3rd - April 5th, 2024 in Columbus, Ohio. The American Library Association will be held in San Diego, California - June 27-July 2. If anyone is interested let Nikeda know.

- 10.3 Building and Grounds / Technology (15 new laptops-\$17,764.80)  
Computer Manager Andy Murgus showed the board one of the new laptops and explained he installs more memory, and more horsepower which will make them run faster and last longer.
- 10.4 Grants-Per Capita and Project Next Generation - Nikeda is finishing up the application for the Capita Grant. The expenditure report is January 30. We used funds for database and programming.  
  
Project Next Generation is the mentoring/STEAM program. We have 65 participants and 6 mentors total.
- 10.5 Marketing-Met with Ericka Moore of (The Story of E Marketing Company) working to revamp our logo, newsletter, website to make it more user friendly and easy to find things. Getting a new look to market ourselves.
- 10.6 Programming - Black History program is coming up, February 2, 2024 at 6:00pm you have invitations. A Black Lives Matter exhibit a Child's Vision, is also being presented. There will be an impersonator of Michael Jackson, Luther Vandross, food, spoken word so please come join us.
- 10.7 Other - Acknowledgement the attendance of the Teen Librarian, Kalea Phillips She is here with our Student Trustee Carmen Merino. Nikeda shared with the board an update about the library's teen volunteer program. The library gets hundreds of calls by teens looking for volunteer community service hours. In December and January we had 35 teens and we gave over 100 hours, they donated and helped collect food 1113 items for the pantry. Kalea will be doing another Teen Volunteer Fair with other agencies to give the teens other options of places to get community service hours.

## **11. President's Report**

- 11.1 Trustee Retreat March 9, 2024/Volunteers to plan the retreat/Finances Mission/Vision Statement - Volunteers for the retreat are Trustee Andrea Williams and Trustee Donna Brumfield.
- 11.2 Library Investment Policy and Board Investment Statement Update - President Hunigan stated that we have updated it and it's ready for approval.
- 11.3 Finance Committee follow-up of Annual Audit Report and Working Budget Review - President Hunigan stated we talked about needing to set up a meeting to look at the auditor's recommendation. Trustee Beverly Coleman will schedule a meeting in February.
- 11.4 Update on the Building Construction Project- Director Webb stated the lawyer has all the edits and the language done regarding the contract. Studio GC has the 3D rendering of the building ready and they will bring it to the next scheduled meeting.
- 11.5 Holiday Party Rescheduled - President Hunigan suggested maybe we should schedule it for spring. Trustee Donna Brumfield suggested we table it for now.
- 11.6 Last month Board Meeting minutes stated that a motion will be coming in January to purchase a CD from First American Bank not to exceed \$230,000. The Finance Committee and the Board President will not be

making that recommendation at this time. President Hunigan stated that's why it is not in new business, we will wait until we get the transition completed.

11.7 Other- None

12. **Open Items - None**

13. **New Business**

13.1 Motion to accept the auditor's report and letter to management.

Discussion: President Hunigan stated to notice the language, we are not approving it, we are just accepting the auditor's report and letter. We will take some time to review it.

**MOTION BY: President Howard Hunigan 2ND BY: Trustee Jonathan Currin**

Roll call voted.

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

Motion carried.

13.2 Motion to grant authority to change the library bank accounts from Chase Business Banking to First American Bank Business Banking effective February 1, 2024 with the actual transfer by March 1, 2024

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

Discussion: Trustee Beverly Coleman is suggesting we allow checks to clear from Chase, therefore we need to move the effective date to April 1, 2024.

**Record shows entire Board of Trustees are in agreement to change the date to April 1, 2024.**

Roll call voted.

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

Motion carried. Editorial comment has been approved.

13.3 Motion to submit Decennial Report on Local Government Efficiency Act to the Cook County Board.

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

Discussion: President Hunigan stated this has been on our agenda before, so we have to take action we are actually submitting.

Roll call voted

President Howard Hunigan - YES	Vice-President Tem Babayode - Yes
Trustee Donna Brumfield - YES	Trustee Jonathan Currin - YES
Trustee Beverly Coleman - YES	Trustee Angela Brummel - YES
Trustee Andrea Williams - YES	

Motion carried.

- 13.4 Approve Section 4.5 Public Funds Investment Policy of the General Policy Handbook.

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

Discussion: None

Roll call voted

President Howard Hunigan - YES	Vice-President Tem Babayode - Yes
Trustee Jonathan Currin - YES	Trustee Andrea Williams - YES
Trustee Beverly Coleman - YES	Trustee Angela Brummel - YES
Trustee Donna Brumfield - YES	

Motion carried

**14. Closed Session**

*Motion to enter into Closed Session under Section 2(c)(1) of the Open Meeting Act for "the performance of a specific employee" as mandated by Section 2.06 of the Open Meeting Act and deliberation concerning salary schedules of one or more classes of employees.*

**MOTION BY: President Howard Hunigan 2ND BY: Trustee Andrea Williams**

Roll call voted

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

Motion carried

**Time entered into closed session was 8:39pm**

President Hunigan stated let the record state all Trustees were in agreement to resume open session.

**Open session resumed at 9:00pm**

**15. Committee Updates/Upcoming meetings**

Building & Grounds - February 13, 2024 at 6:30pm

Finance Committee - Working budget review (will schedule)

Personnel Meeting - January 30, 2024 at 6:00pm

Regular Board Meeting - February 20, 2024 at 7:00pm.

**16. Correspondence - None at this time**

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

17.1 Approval of the Matteson Area District Library Strategic Plan-  
Director Webb stated that there will be a presentation about the strategic plan at the next meeting. President Hunigan added there will also be a presentation also on the working budget.

**18. Adjournment**

**MOTION BY: President Howard Hunigan 2ND BY: Trustee Jonathan Currin**

Ayes 7. Nays 0. Motion carried.

The Board meeting adjourned at 9:04pm.

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Andrea Williams, Board Secretary

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Robin Covington, Administrative Assistant