

Matteson Area Public Library District
Board of Trustees Regular Meeting Minutes
Tuesday, March 19, 2024 at 7:00 PM
Room A

1. Call to Order

President Howard Hunigan called the meeting to order at 7:00pm

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, Vice-President Temitope Babayode, Trustee Jonathan Currin, Trustee Andrea Williams, Trustee Beverly Coleman arrived at 7:03pm, Trustee Angela Williams-Brummel arrived at 7:08pm.

Trustee Donna Brumfield **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 Jonathan Currin

Roll call voted.

President Howard Hunigan - YES	Trustee Donna Brumfield - YES
Trustee Beverly Coleman - YES	Vice-President Temitope Babayode - YES
Trustee Andrea Williams - YES	Trustee Angela Williams- Brummel - YES
Trustee Jonathan Currin - 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 February disbursements of **\$69,680.42** for operating invoices, and **\$210,613.51** for payroll related expenses, for a total disbursement of **\$280,293.93..**

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

Discussion: Director Nikeda Webb, gave a overview of the checks highlighted in yellow and the three Chase Bank Savings accounts that were closed.

Roll call voted.

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

Motion carried.

8. Working Budget Review- Beverly Coleman/Update of Banking transfer from Chase to First American Bank - Trustee Coleman gave the update, and stated we are still in the process of closing all Chase Bank Accounts. By April, we will have a draft of the working budget for the trustees to consider.

9. Director and Assistant Director's Report

- 9.1 Building & Technology - Director stated she did talked with Studio GC to review the red lines to show wall removals. The concept overlay for better and best.
- 9.2 Continuing Education & Meetings- Public Library Association Conference will be held in Columbus,Ohio two staff members and myself will be attending. Reminder there are spring trustee workshops on zoom the dates and titles were in last month's packet.
- 9.3 News & Marketing- Newsletter is out, we are working to get our own nonprofit mailing permit which will cut the cost in half.
- 9.4 Outreach- We are looking to attend more outreach events, we will attend a

Baby Expo. Congressman Robin Kelly's office has scheduled a passport event here in May.

- 9.5 Staff, Programs & Services - David Robinson, Part Time Security last day will be on March 23rd we have contract security in place to cover.

Services- we have ran out of the 2024 license plate stickers, but we have plenty of 2025.

- 9.6 Trustee Notes - Trustee Education portal is now open. So the Illinois Department and Library system put together a portal for trustees, the link has been sent out. So take a look and give your feedback.

- 9.7 National Library Week- Asst Thom Webb stated this year the dates are **April 7 - 13th**, 2024 and discussed activities that would be occurring.

- 9.8 Other - Our Student Trustee Carmen Marino will no longer be able to participate due to extra school activities. Director Nikeda will talk with Trustees Currin and Brumfield about a couple of people we can reach out to.

10. President's Report

- 10.1 Board Retreat follow-up-Mission & Vision - President Hunigan read the Mission and Vision statements to see if everyone is comfortable with the final version. But for the purpose of record, we will vote only on the revised one.

- 10.2 Board Policy Review Assignments- Next meeting President Hunigan will have a sign up sheet with the board policies and each trustee will select the policy that they would like to take the lead on. You will have to do a presentation at one of our meetings to go over the board policy and that does not mean that you have to change it but you just may want to highlight something in the policy.

- 10.3 American Library Association Conference Arrangements-Administrative asst. Robin Covington gave the update everyone who requested to go has been registered for the conference, travel and hotel arrangements have been made.

- 10.4 Upcoming Election (4 seats) - April 2025 - President Hunigan asked as a courtesy, if you are seriously not interested in running please let him know.

- 10.5 Filing Statement of Economic Interest (SEI) by May 1, 2024 - After you complete the form please give a copy to Ms. Nikeda for her records.

- 10.6 Laconi Trustee Banquet Friday May 3, 2024: Oak Park, IL - If you plan to attend let Robin know. Information is in your packet transportation will be provided we will leave no later than 5:00pm and return after 9:00pm.

- 10.7 Other - Name correction for Trustee Angela Williams-Brummel was noted.

11. Open Items - None at this time

12. New Business -

12.1 Motion to approve the **new** Mission and Vision Statement for the Matteson Area Public Library District

***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.*

Discussion: President Hunigan wants the record to show the motion is for the new Mission and Vision Statement and not the one that is currently listed on the agenda.

MOTION BY: President Howard Hunigan 2ND BY: Vice-President Tem Babayode

Roll call voted.

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

Motion carried.

13. Committee Updates/Upcoming meetings

13.1 **Special Board Meetings-Second Tuesday of the each month at 6:30pm**
This meeting will take the place of the Building and Grounds committee meeting. Vice-President Babayode gave an update on the project there was a meeting with the Architect Scott. He give a presentation regarding the space audit and they are making progress on the interior concepts. They need more information from us. So to save time we will have the special

board meetings on the 2nd Tuesday of each month at 6:30pm. You will see it posted.

- 13.2 Finance Committee - Meeting - Director Ms. Nikeda stated the finance committee went over all the recommendations from the Auditor and most of the recommendations have already been addressed. This is the year we look for competitive bids for auditing services (Every three years).

President Hunigan stated the record will show we as a board have looked at and considered all of the Audit recommendations.

- 13.3 Personnel and Policy Committee - Trustee Andre Williams reminded the Board to make sure we complete our trainings and suggested maybe we do them all together at a regular meeting.

14. Correspondence - Trustee Andrea Williams gave the update

- 14.1 We recieved a thank you letter from the Humane Society for our donation and collection efforts.

Director Nikeda stated this was a project that our Teen Volunteers could do at home to get their volunteer hours. At the end of April we will host a Fair with South Suburban local libraries, different agencies in the community to assist teens with volunteer hours.

15. Next Month Meeting (Possible Agenda Items)

- 15.1 President Hunigan made a plea to each and every member to be part of the special meetings for the construction project beginning in April.
- 15.2 Finance Committee will set up a meeting for next month an item will be the Working budget.

Adjournment

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

Ayes 7. Nays 0. Motion carried.

The Board meeting adjourned at **7:53pm.**

Andrea Williams, Board Secretary

Robin Covington, Administrative Assistant