

**Matteson Area Public Library District**  
**Board of Trustees Meeting Minutes**  
Tuesday, October 17, 2023 at 7:00pm  
Room A

**1. Call to Order**

President Hunigan called the meeting to order at 7:06 pm.

**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, Vice-President Temitope Babayode, Trustee Jonathan Currin, Trustee Beverly Coleman, Trustee Andrea Williams

**ABSENT TRUSTEE(S):** None

**STAFF PRESENT:** Director Nikeda Webb, Assistant Director Thom Webb, Computer Service Manager Andrew Murgas, Youth Services Manager Susan Fulcher and Administrative Assistant Robin Covington

**3. Pledge of Allegiance**

**4. Opportunity for Public Comment –**

There were a total of 19 people present. Sherry Bailey, a 24-year resident, stated her concern about the homeless population in Matteson and what resources were available to them from the Library.

Director Nikeda Webb stated that the library shares information about community resources. The library has a micro food pantry on the premises. The community can bring non-perishable items to the food pantry.

Assistant Director Thom Webb stated the staff put together a brochure for the homeless population with resource information on local agencies and places where they can go.

Trustee Currin stated that Rich Township has a Pantry which provides food and a large number of people come to get food from the pantry.

President Hunigan stated the library is a resource for information to the homeless population.

**5. Consent Agenda**

President Howard Hunigan made a motion to approve the consent agenda. It was seconded by Trustee Donna Brumfield. Discussion Trustee Coleman stated corrections needed to be made to the September 19<sup>th</sup> minutes regarding her vote. The minutes stated that she voted for the consent agenda but she was not present at that time. President Hunigan stated a correction would be made to the consent agenda.

Roll call vote

Aye	Hunigan, Coleman, Babayode, Brumfield, Currin
Nay	None
Abstain	Williams

Motion carried.

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

**7. Youth Services Presentation** – Manager Susan Fulcher gave a full review of all the programs and events that were held at the library. The main goal is getting people back in the building and getting books out of the building. President Hunigan stated a great job to Manager Susan Fulcher on her presentation.

7.1 New Hire added to Youth Services is Jalyn Edwards

President Hunigan changed the order of the agenda and moved to New Business item 13.1 next—the consideration of approval of the appointment to fill the vacancy on the library board.

13.1 A motion was made by Trustee Jonathan Currin to approve the appointment of Angela Brummel to fill the vacancy for the Matteson Area Public Library District Board of Trustees until the next Consolidated General Election in April, 2025. It was seconded by Vice-President Tem Babayode

President Hunigan asked if there was a question or discussion. Trustee Coleman asked for clarity on the process. President Hunigan asked the committee to recap how they brought the recommendation to the board. Trustee Brumfield explained the process.

Roll call vote

Aye	Hunigan, Currin, Babayode, Williams, Brumfield,
Nay	None
Abstain	Coleman

Motion carried.

The Swearing-in of Trustee Angela Brummel was conducted by Trustee Andrea Williams the Oath of the Office was read and signed.

President Hunigan called for a seven-minute break at 7:50 p.m. and the meeting resumed at 7:58 p.m.

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

8.1 Motion by Trustee Beverly Coleman to approve September disbursements of **\$104,177.55** for operating invoices, and **\$143,252.98** for payroll-related expenses, for a total disbursement of **\$247,430.53**. It was seconded by Vice-President Tem Babayode

8.2 Other – Discussion Director Nikeda Webb explained the financial disbursement warrant.

Roll call vote

Motion	Aye	Hunigan, Brumfield Currin, Brummel, Babayode, Coleman, Williams,
	Nay	None
	Abstain	None

carried.

**9. Presentation on the Tax Levy Request and Investments**

Director Webb Introduced James Rachlin (Meristem Advisors), the Finance Committee asked him to speak with the board about investments. He also reviewed the tax levy figures.

President Hunigan thanked James Rachlin for his presentation and he stated to the board it is very critical that we review the Investment Library policy so that we get the proper language. The Finance Committee will come back with a recommendation.

**10. Director and Assistant Director’s Report – Director Nikeda Webb**

10.1 Strategic Plan Update – a document was given with goal setting and to identify strategies and next steps

President Hunigan gave a reminder to the Board that the Strategic Plan is behind schedule.

10.2 Staff Updates – Jalyn Edwards YS Outreach Librarian moved from Customer Service Department. We will celebrate Robert Hayes' 30<sup>th</sup> year at the library on November 2nd at noon. Feel free to join us. Bob works in our Custodial Department part-time.

- 10.3 Author Fair – will be held on November 10<sup>th</sup> Friday Open Mic at the Holiday Inn and all day on November 11<sup>th</sup> Saturday at the Library
- 10.4 Black History Month – We will kick off with “Black Lives Matter a Child’s Vision” Exhibit. We will be adding new programs as well as some old ones for the entire month of February.
- 10.5 Programs – Library Card Sign Up Month we had 197 new cards, next we will kick off our winter reading program.
- 10.6 Other – The PLA Public Library Association conference is coming up in Columbus, Ohio. The dates are April 3-5, 2024 if anyone is interested please reach out to Director Webb.

**11. President’s Report**

- 11.1 Student Trustee Representatives – Trustee Brumfield gave the update on our Two Student Trustee Representatives they will be invited to attend the reception at the November meeting with our new Trustee at 6:30 pm.
- 11.2 Trustee Orientation (**Board Policy Manual 2.10-Student Trustees Representatives will be included**) – Trustee Orientation will be on November 1, 2023 at 6:30 pm
- 11.3 New Feature possible on the website – We will reschedule this for another time.
- 11.4 BoardDocs – President Hunigan stated he would like to have the BoardDocs presentation and the Strategic Planning meeting on the same day.
- 11.5 Other – None

**12. Open Items - None**

**13. New Business**

- 13.2 Motion was made by Trustee Coleman to introduce and Table Tax Levy Ordinance 2023-4. It was seconded by Vice-President Tem Babayode

Roll call vote

Aye	Hunigan, Brumfield Currin, Babayode, Coleman, Williams, Brummel,
Nay	None
Abstain	None

Motion carried.

- 13.3 Motion was made by Vice-President Babayode to hire Studio GC to provide architectural services in connection with the interior renovation project consistent with its June 30, 2023 fee proposal and to authorize the board president to execute all related contracts and documents subject to library district attorney review. It was seconded by Trustee Donna Brumfield.

President Hunigan stated that when it talks about the President executing all, we will still go through a process with the Finance and Building Committees will see everything. The President will just be the final overseer.

Roll call vote

Motion carried.	Aye	Hunigan, Brumfield Currin, Babayode, Coleman, Williams, Brummel,
	Nay	None
	Abstain	None

- 13.4 A motion to hire Hayes Mechanical to replace compressor #1 at a cost not to exceed \$26,500. Motion by Vice-President Tem Babayode and 2<sup>nd</sup> by Trustee Jonathan Currin

Vice-President Babayode informed the board that the library has 2 compressors and for several months only one has been working, so that's why we wanted to get this done now.

Roll call vote

Motion	Aye	Hunigan, Brumfield Currin, Brummel, Williams, Babayode, Coleman,
	Nay	None
	Abstain	None

carried.

**14. Committee Updates/Upcoming meetings**

Building and Grounds – Meeting 1<sup>st</sup> Tuesday for the next two months

Finance Committee – Meeting October 30<sup>th</sup> at 4:30pm.

Personnel Committee – Will schedule a meeting

**15. Correspondence – Not at this time**

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

- 16.1 Annual Presentation on Crisis Plan (TBD) Board Policy 4.6 will be scheduled later
- 16.2 Customer Service Presentation - will be rescheduled
- 16.3 Auditor Report –The Auditor will be here at our next meeting
- 16.4 New Trustee Orientation – is scheduled for November 1st
- 16.5 Board of Trustees Regular meeting will be November 14th and December 12<sup>th</sup> the second Tuesday of the month.
- 16.6 Recommendation from the Finance Committee – October 30 at 4:30 pm.
- 16.7 Any other suggested items – None at this time

President Hunigan welcomed our new Trustee Angela Brummel

**17. Adjournment**

Trustee Brumfield made a motion to adjourn the meeting. It was seconded by Vice-President Tem Babayode. Ayes 7. Nays 0. Motion carried.

The Board meeting adjourned at 9:05pm.

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Andrea Williams, Board Secretary

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Robin Covington, Administrative Assistant