

Matteson Area Public Library District
Board of Trustees Meeting Minutes
Tuesday, September 19, 2023 at 7:00pm
Room A

1. Call to Order

President Hunigan called the meeting to order at 7:02 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

Present: President Howard Hunigan, Trustee Donna Brumfield, Trustee Temitope Babayode, Trustee Jonathan Currin, Trustee Beverly Coleman arrived at **7:16pm**, Director Nikeda Webb, Assistant Director Thom Webb, Computer Service Manager Andrew Murgas, and Administrative Assistant Robin Covington

Absent: Trustee Andrea Williams

3. Pledge of Allegiance

4. Opportunity for Public Comment - No public present

5. Consent Agenda

President Howard Hunigan made a motion to approve the consent agenda. Seconded by Trustee Tem Babayode

Roll call vote

Howard Hunigan - yes	Tem Babayode - yes
Donna Brumfield - yes	Beverly Coleman - yes
Jonathan Currin - yes	

Motion carried. **CORRECTION MADE TRUSTEE BEVERLY COLEMAN DID NOT VOTE ARRIVED AFTER THE VOTE.**

6. Items removed from the Consent Agenda - None

7. Consideration of Financial Reports and Related Financial Concerns

- 7.1 Motion to approve August disbursements of **\$72,640.05** for operating invoices, and **\$196,868.21** for payroll related expenses, for a total disbursement of **\$269,508.26**.

Trustee Tem Babayode made a motion. Seconded by Trustee Jonathan Currin

Roll call vote

Howard Hunigan - yes	Tem Babayode - yes
Donna Brumfield - yes	Beverly Coleman - yes
Jonathan Currin - yes	

Motion carried.

8. Director and Assistant Director's Report

- 8.1 Library Card Sign-Up Month-Director Webb reported September is library sign up month, we are encouraging people to sign up for library cards at our events and at our schools. We have a Luau event scheduled at the end of the month for Matteson cardholders.
- 8.2 Economic Development Breakfast - Director Webb attended and Trustee Currin was there as well. During the meeting they discussed the Matteson credit rating is now 750 - 800, the mall space and new businesses opening this year.
- 8.3 Secretary of State Press Conference - Director Webb attended the Secretary of State Press Conference. Trustee Andrea Williams suggested that we post on social media that the Project Next Generation grant check was for creating mentoring programs for teens. The amount of the check was \$17,000.00.
- 8.4 Building & Grounds update - Trustee Babayode reported the Committee will meet on the 2nd Tuesday of every month. Dewberry Architect company came to the past meeting to address what the needs are regarding the space audit.

Trustee Babayode discussed the West Lot and suggested we have an appraisal of the land to see how much it is worth.

President Hunigan asked what time will Building & Grounds meet and Trustee Babayode stated 6:30pm every 2nd Tuesday of the month.

- 8.5 Summary of Insurance Coverage-Cook & Kocher (**Board Policy 4.1:Risk Management**) Director Webb gave the Board members the summary of the Insurance to review.

President Hunigan made a correction on something he told the Board during our last meeting, after reading the policy it states the Director has the authority to come up with the insurance for our liability part to assure we are covered and she has done that, so we really don't need an actual motion.

- 8.6 Illinois Library Association (ILA) Conference & Membership
Director Webb reminded the Board that the conference is coming up in Springfield and no one has expressed interest in attending.
- 8.7 Other - Director Webb reported that Bomb Threats to Libraries have increased throughout the states due to book bans. Matteson Police Officer dropped off an assessment of how to handle a bomb threat. Security procedure training has started; we are meeting with Managers and Staff next week to be proactive opposed to reactive.

9. President's Report

- 9.1 Student Trustee Representatives - Trustee Brumfield welcomed the Trustees to come to the interviews once scheduled in October, so they can ask questions to get to know the candidates. Trustee Currin and Trustee Brumfield will bring the recommendations of the Student Trustee Representatives to our next Board Meeting in October.

President Hunigan advised after approval the committee will conduct orientation to go over Policies, and the Student Trustee Representatives will be in attendance at the November meeting.

- 9.2 Library Trustee Vacancy-tentative October approval
Trustee Brumfield gave the update on the candidates and will make a recommendation at the October Board meeting. President Hunigan added we will swear in the New Trustee at the meeting in October.
- 9.3 Secretary Minutes-Audit-completed - FYI the Secretary Minutes Audit is completed.
- 9.4 Finance Committee Review Tax Levy Request and Working Budget-
Trustee Coleman and Director Webb will meet to plan agenda items and set a date for the Finance meeting. Trustee Coleman stated the tax levy is coming up next month and the working budget should be good because there have been no changes. President Hunigan added that \$700,000.00 has been allocated for the remodeling project.
- 9.5 BoardDocs-meeting Management software - President Hunigan gave the update on BoardDoc software that we will need to schedule a meeting with the company for a presentation. Director Webb added this software will give us a website just for the board, where all of our information can be located in one place.
- 9.6 Board Retreat-emphasis on Library Finances - President Hunigan stated the retreat will be held in the spring with emphasis on Illinois Library Finances. He would like to get some volunteers to be on the committee to take the lead to organize and develop the retreat.

- 9.7 Board Policy Manual 9.8 Naming of Library Facilities - President Hunigan advised that more information will be coming.
- 9.8 New rescued boxes in case of emergency - President Hunigan suggested to have the architect company give us a proposal for the best location for the new rescue boxes.
- 9.9 Liability Quote Correction (**Board Policy 4.1 Risk Management**) - Was previously discussed.

10. Open Items - None at this time.

11. New Business

- 11.1 Motion to amend- Matteson Area Public District Board of Library Trustees By-Laws Article IV Meetings - Section 9 **Telephone Conferencing** title to change to **Electronic Meeting Attendance**

Trustee Donna Brumfield made a motion. Seconded by Trustee Babayode

Roll call vote

Howard Hunigan - yes	Tem Babayode - yes
Donna Brumfield - yes	Beverly Coleman - yes
Jonathan Currin - yes	

Motion carried.

- 11.2 Motion to amend-Matteson Area Public District Board of Library Trustees By-Laws Article IV Meetings Section 9 C and add **(4) Unexpected childcare obligation.**

Trustee Donna Brumfield made a motion. Seconded by Trustee Babayode

Roll call vote

Howard Hunigan - yes	Tem Babayode - yes
Donna Brumfield - yes	Beverly Coleman - yes
Jonathan Currin - yes	

Motion carried.

- 11.3 Motion to approve Budget and Appropriation Ordinance No. 2023-2 Public Hearing was held on Tuesday August 15, 2023

Trustee Jonathan Currin made a motion. Seconded by Trustee Beverly Coleman

Roll call vote

Howard Hunigan - yes	Tem Babayode - yes
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Donna Brumfield - yes	Beverly Coleman - yes
Jonathan Currin - yes	

Motion carried.

12. Committees Updates -

The Building and Grounds meeting is scheduled for October 10th at 6:30pm.

Trustee Coleman and Director Webb scheduled a Finance meeting on September 21st at 12 noon and a meeting with Trustee Currin will be scheduled on September 26th at 5:00pm.

13. Correspondence - None

14. Next Month Meeting (Possible Agenda Items)

- 14.1 Introduce/Table Tax Levy Request
- 14.2 Youth Services Presentation
- 14.3 Any other suggested items - Trustee Coleman suggested we look into other meeting technology than zoom.

15. Adjournment

Trustee Brumfield made a motion to adjourn the meeting. Seconded by Trustee Babayode. Ayes 5. Nays 0. Motion carried.

The Board meeting adjourned at 8:21 pm.

Andrea Williams, Board Secretary

Robin Covington, Administrative Assistant