



**Agenda**  
**Board of Trustees Regular Meeting**  
Tuesday, November 12, 2024 at  
7:00PM

Room A  
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. 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.*

**2. Roll Call**

**3. Pledge of Allegiance**

**4. Opportunity for Public Comment**

**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 November 12, 2024
- 5.2 Approval of Minutes for the Special Board Meeting, Oct. 1, 2024
- 5.3 Approval of Minutes for the Special Board Meeting, Oct. 9, 2024
- 5.4 Approval of Minutes for the Regular Board Meeting, Oct. 15, 2024

**6. Items removed from the Consent Agenda**

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

- 7.1 Motion to approve October disbursements of **\$83,222.89** for operating invoices, and **\$139,942.55** for payroll related expenses, for a total disbursement of **\$223,165.44**.
- 7.2 Other

**8. Review of Board Policy Manual-Chapter 9: Other Policies (Angela Brummel)**

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

- 9.1 Building & Technology (*Closing Dates*)
- 9.2 Continuing Education & Meetings (*ALA Core-MN: \$1366; In-Service*)
- 9.3 Staff Resignations & Updates
- 9.4 Library Programs, Events, Outreach
- 9.5 Strategic Plan (*Mailings; In-Service*)

9.6 Trustee Notes (*Election*)

**10. President's Report**

- 10.1 Holiday Party Update
- 10.2 Building Design Project (*Tem Babayode*)

**11. New Business**

- 11.1 Motion to approve Tax Levy Ordinance No. 2024-4 for the fiscal year beginning July 2025 and ending June 2026.
- 11.2 Motion to amend Board Policy Manual 6.2 Accounting- *"All District disbursements shall be made with checks or electronic payments from the District Bank account and shall be approved by Board of Trustees. Transfers between District Bank accounts shall not be deemed as District disbursements requiring Board approval. The Library Director/Treasurer should inform the Board at the next regular Board Meeting of the date and the dollar amount of the transfer."*
- 11.3 Motion to close the First American Cash account ending in 290. Funds will be moved to the First American Operating account ending in 0801 reducing the number of accounts from 4 to 4: Operating, Money Market, and License Plate..

**12. Closed Session**

Motion to go into closed session under Section 2 (c) (1) of the Open Meetings Act for *"the performance of a specific employee"* as mandated by Section 2.06 of the Open Meetings Act (21).

**13. Correspondence**

- 13.1 Communication from Richton Park Public Library District

**14. Next Month Meeting December 10 (Possible Agenda Items)**

- *Auditor Report*

**15. Adjournment**

**CHECK SIGNING SCHEDULE**

November 19	Jonathan Currin	Howard Hunigan	Andrea Williams
December 3	Temitope Babayode	Donna Brumfield	Angela Brummel

***Trustees who will be out of town during the next month should notify the Administrative Office.***