

Matteson Area Public Library District
Board of Trustees Regular Meeting Minutes
Tuesday, November 14, 2023 at 7:00 PM
Room A

1. Call to Order

President 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 Donna Brumfield, Trustee Beverly Coleman, Trustee Jonathan Currin, Trustee Andrea Williams, Trustee Angela Williams-Brummel arrived at 7:15pm

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 Hunigan 2ND BY: Vice-President Babayode

Discussion - President Hunigan stated there is a change on the agenda Item number 12, it speaks toward closed session, specific language about the reason for the entering Closed Session needs to be added. In accordance with the Illinois Open Meetings Act Section 2 © 5 ILCS 120/2 Closed session for the reason for Employment matter. When the vote is taken the new language will be included under item number 12.

Roll call voted.

Howard Hunigan - YES	Temitope Babayode - YES
Donna Brumfield - YES	Andrea Williams - YES
Jonathan Currin - YES	Beverly Coleman - YES

Motion carried.

6. Items removed from the Consent Agenda - None

7. Consideration of Financial Reports and related Financial Concerns

MOTION BY: Trustee Beverly Coleman 2ND BY: Trustee Donna Brumfield

7.1 Motioned to approve October disbursements of **\$48,551.69** for operating invoices, and **\$135,343.12** for payroll related expenses, for a total disbursement of **\$183,894.81**.

7.2 Other - comments by Director Nikeda Webb, highlighted a few

checks issued.

-Uline shelves were purchased to hold the big odd size items for the Library of Things.

-ProQuest was a database annual renewal fee.

Vice-President Babayode asked for explanation for the amount to Baker and Taylor. Director Webb stated this is the company we get the bulk of the books from so every month the cost will be in that range.

Vice-President Babayode asked for explanation for the amount to Hayes Mechanical. Director Webb stated this was the quarterly maintenance agreement.

Trustee Andrea Williams asked for an explanation of what Zoro was. Director Webb stated this is another building and maintenance supply company.

Roll call voted.

Howard Hunigan - YES	Beverly Coleman - YES
Donna Brumfield - YES	Andrea Williams - YES
Jonathan Currin - YES	Tem Babayode - YES

Motion carried.

Trustee Angela Brummel arrived at 7:15pm

8. Director and Assistant Director's Report

8.1 Strategic Plan Meeting Dates - Director Webb stated an email was sent for the strategic plan just the board will meet on November 16, 2023

8.2 Building-Closed Dates - Director Web gave the following dates:

- November 22nd close early at 5:00pm
- November 23rd closed
- November 24th closed
- December 1st Staff In-Service
- December 24th closed
- December 25th closed
- December 31st closed
- January 1st closed

We had some plumbing issues and had to close early on Nov 3rd and Nov 6th, 2023.

8.3 Staff Updates - Director Webb stated our staff in service will be Dec 1, 2023 this year we will go over to Georgios Banquets in Orland Park for a de-escalation workshop offered by ATLAS (Area Training for Librarians and Staff) in the morning and return to the library for in house training and activities.

President Hunigan asked was this closure date on the website? Director Webb stated she will check and make sure it is added.

Assistant Director Thom Webb stated he has two vacant positions available in his department.

Director Nikeda Webb stated staff would be working on some security training and also marketing training.

8.4 Programs - Dec. 9 (Winter Welcome)

Director Nikeda Webb talked about the Author Book Fair. It was a two day event. We had workshops and panels on Friday followed by open mic night at the Holiday Inn. On Saturday the authors were able to meet patrons and talk about their books.

Our next event will be the Winter Welcome December 9th, 2023 please join us for cookie decorating, Santa stories, just activities throughout the day.

We had the Haunted House and 1,388 people attended. Children trick or treated inside the library. We had vendors with tables passing out candy. It was a success.

8.5 iLEAD (Illinois.Leadership.Education.Access.Development - Trustee Training) Director Webb will send out the information for the Trustee training website and suggested that the board go on the site and give them your feedback on the experience.

8.6 Other - The legislative meetings will be starting. Director Nikeda will send the information to the board.

Vice-President Babayode commented on the Social Security and Retirement program had a big turn out and was very informative.

Trustee Andrea Williams asked if next time we could have a representative from the state Medicaid to come and explain benefits.

Assistant Director Thom Webb stated that the license plate sticker renewal service is up and running it seems like a very simple process. Right now we just have posters up but more details will go out in the future newsletters.

9. President's Report

9.1 Student Trustee Representatives will start January 16, 2024
President Hunigan stated the reception will be January 16, 2024 at 6:30pm before our meeting, and that's when our student trustees will actually begin. We will invite their parents for refreshments and get a chance to meet them.

9.2 Library Investment Policy and Board Investment Statement Update -
President Hunigan stated there is a document he was going to share with the board today but he just received some information from our financial consultant. It will be on the agenda for the next meeting.

9.3 Board Policy Manual 6.9 Investment Policy Statement-By-Laws
Article VI:Committees - Finance and Insurance committee is responsible monitoring the District's Investments. President Hunigan reminded the trustees our board policy manual does speak about investments and our

general policy does too. He had hoped to have an actual motion that would give us the language to make investments. Our Lawyer is working on the resolution.

- 9.4 Additional lot owned by the library/Value - President Hunigan stated that at the last meeting we discussed having the lot assessed, but we have it because of our audit and insurance. Director Webb stated she would send out the value of the lot that's listed on the policy and audit.

President Hunigan stated when we get to the point of having a true discussion on what we're going to do with the lot it may be useful to make copies of past discussion of what the board has talked about pertaining to possible usage of the lot in our minutes.

- 9.5 Election/Appointment of current Library Trustees - President Hunigan gave trustees information about election and appointment of current library trustees.

- 9.6 Holiday Party in January- President Hunigan stated our Holiday Party will be in January when more places will be available.

- 9.7 Other- None

10. Open Items - None

11. New Business

- 11.1 Motion to approve Tax Levy Ordinance 2023-4

MOTION BY: Trustee Andrea Williams 2ND BY: Trustee Beverly Coleman

Discussion: President Hunigan stated that this is a reminder we tabled this earlier. So we're bringing it out of being tabled for actual action now.

Roll call voted

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

Motion carried

- 12. Closed Session** In accordance with the Illinois Open Meetings Act Section 2 (c) 5 ILCS 120/2 Closed session for the reason for Employment matters.

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

Roll call voted

Howard Hunigan - YES	Andrea Williams - YES
Donna Brumfield - YES	Beverly Coleman - YES

Jonathan Currin - YES	Tem Babayode - YES
Angela Brummel - Yes	

Motion carried

Time entered into closed session was 7:45pm - Open session resumed at 8:19pm

13. Committee Updates/Upcoming meetings

Plan for combined committee meetings-Finance/Insurance & Building/Grounds Vice-President Babayode gave the update on Studio GC. The next meeting will be December 5, 2023 at 6:30pm.

Discussion: President Hunigan shared some comments on the project, that we must be ready to face some of our toughest times we have ever faced, we must remember we speak as one. The finance committee will be directly connected to the building and grounds committee during this entire project.

14. Correspondence

Notice of Ordinance Annexing Certain Territory/Richton Park Area Library District- Director Webb stated this was just a notification.

15. Next Month Meeting (Possible Agenda Items)

15.1 Customer Service Presentation - we will get back on schedule with presentations in January 2024.

15.2 Auditor Report- President Hunigan stated it will be in January 2024.

15.3 Student Trustee Reception-January 16, 2024 at 6:30 PM

15.4 Reminder that the Board of Trustees Regular meeting for **December** will be on the second Tuesday of the month. December 12, 2023 at 7:00pm.

15.5 Any other suggested items - Trustee Williams asked the question when will we have the material for the Strategic Plan?
Director Webb stated we will have it at the next board meeting.

16. Adjournment

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

Ayes 7. Nays 0. Motion carried.

The Board meeting adjourned at 8:39pm.

Andrea Williams, Board Secretary

Robin Covington, Administrative Assistant