

Matteson Area Public Library District
Board of Trustees Meeting Minutes
Tuesday, September 17, 2024 at 7:00 PM
Room A

1. Call to Order

President Hunigan called the meeting to order at 7:01 pm.

***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.*

Roll Call

Present: Howard Hunigan, Donna Brumfield, Temitope Babayode, Beverly Coleman, Jonathan Currin, Angela Williams-Brummel, Andrea Williams arrived at 7:21 pm.

Staff: Nikeda Webb, Thom Webb, and Robin Covington

2. Pledge of Allegiance

3. Opportunity for Public Comment - None Present

4. Consent Agenda

Motion by: Howard Hunigan

Seconded by Donna Brumfield

Roll call vote

Howard Hunigan - Present	Tem Babayode - Present
Donna Brumfield - Present	Beverly Coleman -Present
Jonathan Currin - Present	Angela Brummel - Present

Motion carried.

5. Items removed from the Consent Agenda - None

6. Studio GC Renovation Presentation

Craig Meadows presented the renovation update:

- The Scope of Work needs to be confirmed
- Canopy Option 2 which was the shorter one and more cost effective (\$140,000) this includes updated lighting, signage may have to be on 2 lines to make it fit.
- 3D Wallcovering samples were left to review and decide on the top 3.
- Reception Desk wrap covering was selected.

- Shelves mixture of three, four and six shelving heights.
- Children area lighting option 1.1 was selected
- This presentation covered the estimated cost of the project.
- Confirmation of the Budget before proceeding with renovation.
- Explanation of design contingency and construction contingency.
- Explanation of special condition amount.
- Board will authorize Studio GC to put bids out for the General Contractor.
- The State requires that we put an advertisement in a local newspaper for the General Contractor
- Studio GC will recommend The General Contractor who is qualified.
- The General Contractor will select the sub-contractors.
- Studio GC will oversee the project with weekly check-ins.
- Studio GC will oversee that builders don't over charge for the work done.
- Studio GC and team will do the final walkthrough to make sure everything is correct.

Craig Meadows left samples for the board to review to decide on wall coverings. Studio GC will take about a month to come back with a contract, they will work aggressively to present a good start schedule. The cost for the shelves were not included with the proposal. Nikeda Webb stated we have an estimated cost for the shelves from a previous project. We just need to get the updated cost. Craig stated he will send a copy of the plans to LFI to determine the budget numbers.

7. Consideration of Financial Reports and Related Financial Concerns

- 7.1 Beverly Coleman made a motion to approve September disbursements of **\$95,371.83** for operating invoices, and **\$200,836.51** for payroll related expenses, for a total disbursement of **\$296,208.34**

Seconded by Tem Babayode

Roll call vote.

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

Motion carried.

- 7.2 Bank Transfer of \$49,735.61 from First American Bank (All Account Chase Bank accounts are now closed) - Howard Hunigan pass out A hand-out with information to the board with the amount transferred. Officially closed.
- 7.3 First American Bank Fee (FAB)
Nikeda Webb stated the fees were from 3rd party platform this has been taken care of so we should see no more fees. Explained why

we were charged the fees and how to avoid them in the future.

7.4 Updated current Building Renovation costs - Nikeda Webb explained the process we get invoices from Studio GC they are given to the President and Vice-President to approve payment. We have made two payments so far in the amount of \$9,834.36 and \$2,880.00 a total of \$12,714.

8. Review of Board Policy Manual-Chapter 4: Risk Management
Beverly Coleman reviewed Chapter 4: Risk Management and explained there were no changes and stated a lot of work was done on the last review.

9. Director and Assistant Director's Report

9.1 Building & Technology (Website) - Security Lights updated outside, contracted with Outsource IT Company and we are in phase 1 updating the website.

9.2 Continuing Education & Meetings -ILA (Illinois Library Association) Conference coming up 3 staff members will be attending.

9.3 Staff Resignations & Updates - Looking to hire a Computer Attendant, Digital Librarian and Youth Service has a open position. These are Pre-Covid positions and we had one resignation.

9.4 Library Programs Events, Outreach - Library card, sign up month. We started Yoga for children program, Taco Tuesday, bring back the bus trips

9.5 Trustee Notes - 10 Packets were made and 8 packets were given out.

10. President's Report

10.1 Review of Board Policy Chapter 5 changes - Board went over the changes that were made

10.2 Review of Board Policy Chapter 6 - There were no changes

10.3 Special Bank Transfer Audit - The auditor will do it at the end of the Fiscal Year.

10.4 Newsletter/Trustee statement regarding renovations- An email was sent out about the statement regarding renovations with feedback from one person. Howard Hunigan read the suggestion to the board.

11. New Business

11.1 Motion to approve the Budget & Appropriation for Fiscal Year 2024 - 2025 This is a tentative budget and appropriation ordinance as such sums may be deemed necessary to defray all necessary expenses and liabilities of the library.

Motion by Beverly Coleman

Second by Tem Babayode

Roll call vote

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

Motion carried

11.2 Motion to approve the submission of the IPLAR (Illinois Public Library Annual Report) Illinois Public Libraries are statutorily required to prepare an annual report to be submitted to the State Library as a condition of system membership. This is done via online submission Of the IPLAR

Motion by: Tem Babayode

Second by Angela Williams-Brummel

Roll call vote.

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

Motion carried

11.3 Motion to accept the secretary records audit the secretary's audit By 2 other trustees approved by the president 75ILCS 16/30-65 (Jonathan Currin and Donna Brumfield)

Motion by: Jonathan Currin

Second by: Tem Babayode

Roll call vote

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

Motion carried

12. Committee Updates/upcoming Meetings

- 12.1 Special Board Meeting - Update from August 27 was given by Tem Babayode next meeting will be on September 24 at 6:30pm (Renovations-Studio GC) will present a rough estimate of the project.

- 12.2 Finance Meeting -Updates from September 16 Meeting Tax Levy just need to pick a date.

13. Correspondence - A thank you note was read

14. Next Month Meeting October (Possible agenda Items)

- Review of Chapter 7 &8 Board Policy Manual (Jon Currin)
- Review of Chapter 9 - Board Policy Manual (Angel Williams-Brummel)
- Youth Services presentation

15. Adjournment Motion by Howard Hunigan Second by Donna Brumfield

Ayes 7. Nays 0. Motion carried.

The Board meeting adjourned at 8: 45 pm.

Andrea Williams, Board Secretary

Robin Covington, Administrative Assistant