

Matteson Area Public Library District
Board of Trustees
Meeting Minutes
February 15, 2022
7:00 pm

I. Call to Order

- President Hunigan called the meeting to order at 7:00 pm.

II. Roll Call

- Present were Trustees Howard Hunigan, Harold Gillis, Beverly Coleman, Andrea Williams, Temitope Babayode, and Donna Brumfield. Also present were Interim Director Nikeda Webb, Assistant Director Thom Webb, and Administrative Assistant Laurretta Benford. Trustee Jonathan Currin was absent.

III. Pledge of Allegiance

IV. Opportunity for Public Comment

- No public present.

V. Consent Agenda

- Trustee Brumfield made a motion to approve the consent agenda. Seconded by Trustee Coleman. Roll call vote.

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|-------------------------|-----------------------|
| ❖ Howard Hunigan-yes | ❖ Harold Gillis-yes |
| ❖ Andrea Williams-yes | ❖ Beverly Coleman-yes |
| ❖ Temitope Babayode-yes | ❖ Donna Brumfield-yes |

Motion carried.

VI. Consideration of Financial Reports and Related Financial Concerns

- Trustee Coleman made a motion to approve January disbursements of \$43,242.95 for operating invoices, and \$115,398.25 for payroll related expenses, for a total disbursement of \$158,641.20. Roll call vote.

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| ❖ Howard Hunigan-yes | ❖ Harold Gillis-yes |
| ❖ Andrea Williams-yes | ❖ Beverly Coleman-yes |
| ❖ Temitope Babayode-yes | ❖ Donna Brumfield-yes |

Motion carried.

- There is a correction to be made to the Consent Agenda on the total disbursement figures.

- Trustee Hunigan requested looking into the Chase account for charges stemming from fees and surcharges on the account.

VII. Interim Director and Assistant Director Report

- Interim Director Webb discussed the meeting she had with Trustee Babayode indicating that a lot of the Building, Grounds and Equipment tasks have been completed.

She is looking into the agreement with the library and Anderson Landscaping. She is considering someone outside of Anderson to plow the sidewalks. Will keep the Board abreast of the progress.

She reported on two new hires to the MAPLD family; Samantha in Youth Services and Angela also in Youth Services.

All passport agents have had their annual training to remain agents for the library. Managerial staff did a webinar on COVID training.

She indicated that the study rooms have been in demand, however, she is still keeping the attendance to 10 and under adhering to the COVID regulations mandated by the State of Illinois.

She wanted to know if there was a budget for the furniture for the Public Service area. The Board concluded that she should start putting some prices together and report back on her findings.

- Assistant Director Webb reported that he would like the library to become a license plate sticker renewal facility. More information will be forthcoming.

He reported on the lockers and concluded that all systems are a go.

VIII. President's Report

- Final review of Chapter 5 Board Policy manual.
- Review of Chapter 1 through 3 of the Board Policy manual. Annual requirement review.
 - **2.2 Board of Trustees/Conflicts of Interest**
 - **2.3 a & b Code of Ethics**
 - **2.4 Confidentiality Agreement**

- The following Trustees will be responsible for future Board policy chapters.
- Chapter 4 - Risk Management-Trustee Babayode March
- Chapter 6 - Finances-Trustee Coleman April
- Chapter 7 - Public Communication, Trustee Brumfield April
- Chapter 9 - Personnel-Trustee Williams May
- Chapter 8 - Volunteers and Committees-Trustees Williams and Coleman June
- Chapter 10 - Other Policies-Trustee Gillis June

IX. New Business

- Trustee Coleman made a motion to review and approve Annual Financial report (audit). Seconded by Trustee Brumfield. Roll call vote.

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|-------------------------|-------------------------|
| ❖ Howard Hunigan-yes | ❖ Harold Gillis-yes |
| ❖ Beverly Coleman-yes | ❖ Andrea Williams - yes |
| ❖ Donna Brumfield - yes | ❖ Tem Babayode - yes |

Motion carried.

- Trustee Gillis made a motion to approve Nikeda Webb as the new administrator of the Empower Retirement Plan and IMRF. Seconded by Trustee Babayode. Roll call vote.

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|-------------------------|-------------------------|
| ❖ Howard Hunigan-yes | ❖ Harold Gillis-yes |
| ❖ Beverly Coleman – yes | ❖ Andrea Williams – yes |
| ❖ Donna Brumfield – yes | ❖ Tem Babayode - yes |

Motion carried.

- Trustee Gillis made a motion to go into closed session. Seconded by Trustee Coleman.

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|-------------------------|-------------------------|
| ❖ Howard Hunigan-yes | ❖ Harold Gillis-yes |
| ❖ Beverly Coleman – yes | ❖ Andrea Williams – yes |
| ❖ Donna Brumfield – yes | ❖ Tem Babayode - yes |

Motion carried.

The Board went into closed session at 8:30 pm.

The Board reconvened from closed session at 9:15 pm.

X. Correspondence.

- Trustee Williams read a comment card from a patron that read how she loved the library and the courteous and knowledgeable staff.
- A patron wrote how she enjoyed the art work displayed in Youth Services.

- She went over the social media comments.

XI. Final Thoughts and Comments

- Trustee Babayode scheduled a Building, Grounds and Equipment meeting on March 10 at 6:00 pm. Agenda will be forthcoming.
- Trustee Coleman scheduled a Finance and Insurance meeting for March 17 at 5:00 pm. Agenda will be forthcoming.
- Trustee Hunigan asked the Board and staff to consider next year's budget allocating special dollars for activities such as Black History Month, etc. This will go on the agenda for next month's meeting to discuss further.

Trustee Coleman made a motion to adjourn the meeting. Seconded by Trustee Gillis. Ayes 6. Nays 0. Motion carried.

The Board meeting adjourned at 9:20 pm.

Andrea Williams, Board Secretary

Lauretta Benford, Administrative Assistant