



**Agenda**  
**Board of Trustees Regular Meeting**  
Tuesday, August 20, 2024 at 7:00 PM  
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. Pledge of Allegiance**

**3. Opportunity for Public Comment**

**4. 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.

- 4.1 Approval of the Agenda for August 20, 2024
- 4.2 Approval of Minutes for the Special Board Meeting, July 9, 2024
- 4.3 Approval of Minutes for the Finance & Insurance Committee Meeting, July 24, 2024

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

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

- 6.1 Motion to approve July disbursements of **\$38,057.43** for operating invoices, and **\$158,222.70** for payroll related expenses, for a total disbursement of **\$196,280.13**.
- 6.2 Bank Transfer of \$850,000 from Chase (#3159) to First American (#9401)
- 6.3 Other

**7. Review of Board Policy Manual-Chapter 5 & 6: Library Director & Finances**

Donna Brumfield

**8. Annual Progress Report from Library Staff (Nikeda Webb & Thom Webb)**

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

- 9.1 Building & Technology
- 9.2 Continuing Education & Meetings
- 9.3 News & Marketing (Newsletter, Website )
- 9.4 Staff Resignations & Updates
- 9.5 Library Programs, Events, Outreach
- 9.6 Trustee Notes-Election
- 9.7 Other

**10. President's Report**

- 10.1 Standing committees versus special or ad hoc committees are created to deal with short-term or one-time tasks.
- 10.2 Secretary's records shall be audited by 2 other trustees (Jon Currin/Donna Brumfield)
- 10.3 Reports from the American Library Association Meeting, June 21-27
- 10.4 Property Tax Town Hall Meeting/7/23/2024 Matteson Community Center & Property Tax Appeal Meeting 7/31/2024 Holiday Inn Matteson, Illinois

**11. New Business**

- 11.1 Motion to introduce and table the Budget & Appropriation for Fiscal Year 2024-2025
- 11.2 Motion to approve insurance quote from Utica for \$33,597 for Fiscal Year 2024-2025

**12. Committee Updates/Upcoming Meetings**

- 12.1 Special Board Meeting-update from August 15, 6:30 pm  
Next meeting August 27, 2024 at 6:30 pm  
Proposal for Interior Renovations and other Facilities issues
- 12.2 Finance Meeting/Budget & Appropriation Ordinance/Hearing to Adopt

**13. Correspondence - None at this time**

**14. Next Month Meeting August (Possible Agenda Items)**

- Review of Chapter 4 Risk Management - Board Policy Manual-Bev Coleman
- Approve the Budget and Appropriation Ordinance

**15. Adjournment**

**CHECK SIGNING SCHEDULE**

Sept. 3	Beverly Coleman	Jonathan Currin	Howard Hunigan
Sept. 17	Andrea Williams	Temitope Babayode	Donna Brumfield

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