



**Agenda**  
**Board of Trustees Regular Meeting**  
Tuesday, June 18, 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 June 18, 2024
- 4.2 Approval of Minutes for the Special Board Meeting, May 14, 2024
- 4.3 Approval of Minutes for the Regular Board Meeting, May 21, 2024
- 4.4 Approval of Annual Ordinances and Resolutions
  - 1. Check Signing Authorization (Resolution 2024-1)
  - 2. Holiday Schedule (Resolution 2024-2)
  - 3. Non-Resident Policy (Resolution 2024-3)
  - 4. Special Reserve Fund Authorization (Resolution 2024-4)
  - 5. Authorization for Attorney to intervene in PTAB appeals (Resolution 2024-5)
  - 6. Emergency Cash Fund (Resolution 2024-6)
  - 7. Monthly Meeting Schedule (Ordinance 2024-1)
  - 8. Building and Maintenance Levy Ordinance (Ordinance 2024-2)

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

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

- 6.1 Motion to approve April disbursements of **\$59,106.69** for operating invoices, and **\$160,644.83** for payroll related expenses, for a total disbursement of **\$219,751.52**.
- 6.2 Other

**7. Review of Board Policy Manual-Chapter 3: Meeting of the Board-Andrea Williams**

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

- 9.1 Building & Technology
- 9.2 Continuing Education & Meetings
- 9.3 News & Marketing (Training, Newsletter)

- 9.4 Staff Resignations & Updates
- 9.5 Library Programs, Events, Outreach
- 9.6 Trustee Notes

**9. President's Report**

- 9.1 Board Policy 3.4- Calendar of Items for Fiscal Year 2024-2025 (*hand-out*)
- 9.2 Standing Committee By-Laws Article VI Section 2-Standing Committees  
New Concept-Board Development/Retreats (*hand out*)
- 9.3 Reflecting on Board accomplishments for FY 23/24 (*hand out*)
- 9.4 Secretary's records shall be audited by 2 other trustees (Jon Currin/Donna Brumfield)
- 9.5 Summer Break making the July Trustees meeting an abbreviated meeting only addressing required action items etc.?
- 9.6 Naming of the Library Facilities/Board Policy Manual 9.8

**10. Open Items**

**11. New Business**

- 11.1 Motion to approve a 5% increase for the Library Director for FY 24/25 and also a \$50/month mileage reimbursement
- 11.2 Motion to remove from the table and approve the Working Budget for Fiscal Year 2024-2025
- 11.3 Motion to amend Board By-Laws Article V-Section 8 Check Signing/Electronic Transaction policy (ACH) (*hand out*)
- 11.4 After review of the minutes by Library Trustees of all closed session meetings from December 2023-May 2024 it was determined the need for confidentiality still exists thus the motion is to keep the records closed.

**13. Committee Updates/Upcoming meetings**

- 13.1 Special Board Meetings-**July 9, 6:30 p.m.**  
Proposal for Interior Renovations and other Facilities issues
- 13.2 Finance Meeting/Budget & Appropriation Ordinance

**15. Correspondence**

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

- Review of Chapter 4 - Board Policy Manual **Bev Coleman**
- Annual Report- Highlights of the Year (Staff)
- The Financial Records of the District shall be reviewed at the end of the fiscal year
- Introduce and Table the Budget and Appropriation Ordinance

**17. Adjournment**

**CHECK SIGNING SCHEDULE**

May 7	Temitope Babayode	Donna Brumfield	Angela Brummel
May 21	Beverly Coleman	Jonathan Currin	Howard Hunigan

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