

**Matteson Area Public Library District  
Board of Trustees Regular Meeting Minutes  
June 18, 2024 at 7:00 PM**

**1. Call to Order**

Howard Hunigan called the meeting to order at 7:00pm

***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: Howard Hunigan, Temitope Babayode, Beverly Coleman, Andrea Williams, Jonathan Currin, Donna Brumfield, Angela Williams-Brummel arrived at 7:15pm.

Staff present: Director Nikeda Webb Director, Robin Covington Administrative Assistant

**2. Pledge of Allegiance**

**3. Opportunity for Public Comment - No public present**

**4. Consent Agenda:** Approved with the exception of item number 7 on the agenda for a separate discussion.

**MOTION BY:** Howard Hunigan

**SECOND BY:** Donna Brumfield

Roll call voted.

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

Motion carried.

**Discussion:** Beverly Coleman needed clarity on agenda item number 7. Howard Hunigan responded and explained regarding the meeting schedule under the President’s report-item 9.5. He is suggesting that we have an abbreviated meeting only addressing required action items in the month of July.

**5. Items removed from the Consent Agenda - None**

**MOTION BY:** Howard Hunigan to approve the Monthly Meeting Schedule (Ordinance 2024-1) **SECOND BY:** Tem Babayode

Roll call voted.

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

Motion carried.

**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

**MOTION By: Beverly Coleman** to approve Financial Reports and related Financial Concerns with the correction of the disbursement month from April 2024 to May 2024. **SECOND BY: Tem Babayode**

Discussion: Director Nikeda Webb gave the update, and went over a few highlighted checks issued: Goldy Locks installed keypads on all the downstairs meeting rooms. Patron Point is an email platform that we use for email campaigns.

Roll call voted.

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

Motion carried.

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

Reviewed, highlighted and made some recommendations regarding:

Section 3.1 Paragraph 4 to be removed from Board Policy Manual regarding Trustees bringing necessary materials with them to meetings.

Section 3.2 Parliamentarians role was discussed and explained and was decided to keep it in the Board Policy.

- Section 3.3 Meeting Attendance Requirement/Electronic Meeting Policy  
Unexpected child care obligations must be added as number 4.
- Section 3.4 Meeting Agendas need to be updated and add new language.
- Section 3.5 Minutes of the Board of Trustee Meetings a correction will be made to the last paragraph regarding the Secretary keeping records on file.
- Howard Hunigan stated when all the presentations are complete a final copy with all the updates highlighted will be given to the Board before we actually approve the changes.

## 8. Director and Assistant Director's Report

- 8.1 Building & Technology - Nikeda Webb mentioned that Otis Elevator will be out to repair the elevator door, they have repaired the lights. We have installed key pads in certain areas in the library. Nikeda will send out the codes to all Board members to make sure they have their four digit codes. Andy Murgas, Computer Manager retired. Nikeda hired a company, Outsource Solutions, to come out and do a network assessment. They will work with us on our next steps.
- 8.2 Continuing Education & Meetings - None
- 8.3 News & Marketing (Training, Newsletter)- We got the Per Capita grant. We are working on the Fall Newsletter.
- 8.4 Staff Resignations & Updates - Andy Murgas retired after 14 years of employment.
- 8.5 Library Programs, Events, Outreach - Summer reading kick-off was a success we had it after hours and 230+ people attended.
- 8.6 Trustee Notes - We have 6 people interested in being a Trustee. Nikeda will be reaching out and explaining the election process to the applicants.

## 9. President's Report

- 9.1 Board Policy 3.4- Calendar of Items for Fiscal Year 2024-2025 (**hand-out**)  
You will see a tentative schedule in your packet.
- 9.2 Standing Committee By-Laws Article VI Section 2-Standing Committees  
New Concept-Board Development/Retreats (**hand out**) - Howard Hunigan asked the Board about adding a Standing Committee, this committee would deal with the development of the Board and the retreat would be part of their responsibilities. Howard Hunigan will bring back some language with a description of what that committee would look like.
- 9.3 Reflecting on Board accomplishments for FY 23/24 (**hand out**) - Howard Hunigan put together the many things the Board accomplished this year. He highlighted some of the accomplishments. He thanked the Board for all of their hard work.
- 9.4 Secretary's records shall be audited by 2 other trustees (Jonathan Currin/Donna Brumfield) - Donna Brumfield and Jonathan Currin will be the auditor's again. There will be an agenda item to approve it.
- 9.5 Summer Break making the July Trustees meeting an abbreviated meeting only addressing required action items etc.? Howard Hunigan discussed this previously. This will be a short meeting but we still need everyone present.

- 9.6 Naming of the Library Facilities/Board Policy Manual 9.8 - Howard Hunigan suggested it would make sense to complete the construction and then do the dedication of the new area with a resolution for the full Board to vote on. At some point Nikeda Webb and Howard Hunigan will create a letter to be mailed to the family of the naming of the marketplace.

**10. Open Items - None**

**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

**MOTION BY: Howard Hunigan      SECOND BY: Donna Brumfield**

Roll call voted.

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

Motion carried.

- 11.2 Motion to remove from the table and approve the Working Budget for Fiscal Year 2024-2025

**MOTION BY: Beverly Coleman      SECOND BY: Tem Babayode**

Roll call voted.

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

Motion carried.

- 11.3 Motion to amend Board By-Laws Article V-Section 8 Check Signing/Electronic Transaction policy (ACH) (**hand out**)

**MOTION BY: Howard Hunigan    SECOND BY: Jonathan Currin**

Discussion: Howard Hunigan will bring back language to be added in our By-Laws the finance committee will review annually.

Roll call voted.

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

Motion carried.

- 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.

**MOTION BY: Howard Hunigan    SECOND BY: Beverly Coleman**

Roll call voted.

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

Motion carried.

**12. Committee Updates/Upcoming meetings**

- 12.1 Special Board Meetings - **July 9, 6:30 p.m.**  
Proposal for Interior Renovations and other Facilities issues -  
Tem Babayode gave the update Studio GC came on June 4, 2024  
Special Meeting to present the entry ramp design and the 3 palette  
options for ceilings and flooring.

- 12.2 Finance Meeting/Budget & Appropriation Ordinance - Will be scheduled during the month of July.

President Hunigan will bring back other ways of check signing schedule at our next meeting.

**13. Correspondence -**

A letter from the Office of the Secretary of State was read by Tem Babayode we were awarded the Per Capita Grant in the amount of \$28,985.72.

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

- Review of Chapter 4 - Board Policy Manual **Bev Coleman it may be rescheduled.**
- 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

**15. Adjournment: MOTION BY: Donna Brumfield 2ND BY: Tem Babayode**

Ayes 7. Nays 0. Motion Carried.

The Board Meeting adjourned at 9:05pm.

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Andrea Williams, Board Secretary

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Robin Covington, Administrative Assistant