



Agenda
Board of Trustees Regular Meeting
Tuesday, May 21, 2024 at 6:30 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 May 21, 2024

4.2 Approval of Minutes for the Special Board Meeting, April 9, 2024 (***tabled from 4/16 meeting***)

4.3 Approval of Minutes for the Regular Board Meeting, April 16, 2024

5. Items removed from the Consent Agenda

6. Board Docs Demo by Diligent - Library Board management software

7. Consideration of Financial Reports and related Financial Concerns

7.1 Motion to approve April disbursements of **\$36,097.16** for operating invoices, and **\$146,157.19** for payroll related expenses, for a total disbursement of **\$182,254.35**.

7.2 Other

8. Amend Chapter 1: Intent and Process of Board Policy-1.1

Update the review timeline-include new language, "***This manual shall be reviewed, reaffirmed, or revised at least every four years.***"

Review of Chapter 2: Board Responsibilities and Parameters-Tem Babayode

9. Director and Assistant Director's Report

9.1 Building & Technology (Thom Webb & Andy Murgus)

9.2 Continuing Education & Meetings

9.3 News & Marketing (Logo, Newsletter, Strategic Plan)

9.4 Staff Resignations & Updates

9.5 Library Programs, Events, Outreach

9.6 Trustee Notes-Updated Check Signing Schedule

10. President's Report

- 10.1 Laconi Trustee Banquet (May 3, 2024)
- 10.2 Board Policy Manual Review
 - Chapter 3-Meeting of the Board-Andrea Williams - June
 - Chapter 4-Risk Management-Bev Coleman - July
 - Chapter 5&6 -Library Director & Finances Donna Brumfield - August
 - Chapter 7&8-Public Communications & Personnel Jonathan Currin-Sept.
 - Chapter 9 Other Policies-Angela Williams-Brummel - October
 - Possible Board Policy Manual-Revised/Reviewed (***motion in November***)
- 10.3 Planning for next year's fiscal year Board Meetings agendas items and calendar (***Date & Time?***)

11. Open Items

12. New Business

- 12.1 Election of Officers-Library Board of Trustees By-Laws Article V Section 2-Annual Election
- 12.2 A motion for amend Board Policy Manual 2.12 Board of Trustees Travel Deleting the last sentence "***A majority of Trustees will not be authorized to travel in the same vehicle or on the same airline flight.***"
- 12.3 A motion to introduce and table the working budget for Fiscal Year 2024-2025
- 12.4 A motion to approve 1 year contract with O'Neil & Gsaspardo for Fiscal Year Audit 2024-2025
- 12.5 A motion to approve a 4% wage increase for the staff with satisfactory performance or above reviews for the 2024-2025 Fiscal Year. (***The Library Director pay increase will be addressed at our June meeting.***)
- 12.6 A motion to amend the Matteson Area Public Library District Board Trustees By-Laws Article V: Section 8 -Signatures/Electronic Transaction Policy -Hand-out

13. Committee Updates/Upcoming meetings

- 13.1 Special Board Meetings-**June 4, 6:30 p.m.**/Building Proposal for Interior Renovations and other Facilities issues
- 13.2 Finance Meeting/ Budget & Appropriation Ordinance

14. Closed Session

Motion to go into closed session under Section 2 (c) (1) of the Open Meetings Act for the performance of a specific employee as mandated by Section 2.06 of the Open Meetings Act compensation of a specific employee and to discuss semi-annual review of executive session minutes as mandated. (***5ILCS 120/2 (2)(21)***)

15. Correspondence

16. Next Month Meeting June (Possible Agenda Items)

- Review of Chapter 3- Board Policy Manual-**Andrea Williams**
- Standing Committees for 2024-2025
- Annual Report- Highlights of the year
- Annual Organization Meeting (resolutions)
- Closed sessions minutes/ open or closed
- Approve the Working Budget for 2024-2025 Fiscal Year
- The Financial Records of the District shall be reviewed at the end of the fiscal year

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 Library's Administrative Office.