**Matteson Area Public Library District**

**Board of Trustees**

**Meeting Minutes**

**May 9, 2023**

**7:00 pm**

**Call to Order**

**Our Mission**: The library **enables** discovery, **engages** imagination, **inspires** innovation, and **connects** with our community. **Theme: Visioning as a Board the Library of the Future.**

President Hunigan called the meeting to order at 7:05 pm.

I. **Roll Call**

*-*  Present were Trustees Howard Hunigan, Harold Gillis, Temitope Babayode, Jonathan Currin, Beverly Coleman, and Andrea Williams. Also present were Director Nikeda Webb, Assistant Director Thom Webb, Andy Murgas Computer Service Manager, and Sarah Keister Armstrong, SKA Associates. Trustee Donna Brumfield was present via Zoom.

II. **Pledge of Allegiance**

III. **Opportunity for Public Comment**

*-* No public present.

IV. **Consent Agenda**

*-*  Trustee Hunigan made a motion to approve the consent agenda. Seconded by Trustee Gillis.

Roll call vote.

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

Motion carried.

V. **Strategic Plan Update**

* Sarah Keister Armstrong from SKA Associates gave the Board a summary of the various surveys that were distributed. Over a thousand replies were received. Next steps will be ongoing to look at community needs.

VI. **Consideration of Financial Reports and Related Financial Concerns** *-*

Trustee Coleman made a motion to approve April disbursements of **$39,558.98** for

 operating invoices, and **$137,451.28** for payroll related expenses, for a total

 disbursement of $**177,010.26**. Seconded by Trustee Williams.

Roll call vote.

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

Motion carried.

VII. **Director’s and Assistant Director’s Report**

- Director Webb reported on the space audit. She submitted to the lawyer the

 guidelines that were recommended by Trustee Babayode for proposals; the

 marketplace and the adult service area.

- Management team training will start at the top with training. All managers will be trained. HR Source has a schedule of things to work on in the future. This will help managers to speak with one voice in dealing with the staff or issues that may arise.

- We had our first Teen Volunteer Fair. We had 8 organizations that participated.

- Memorial Day Parade, feel free to join the library staff.

- The American Library Association is in June, see the administrative office if you are interested.

- Administrative Assistant Lauretta Benford’s last day is June 23, 2023.

VIII.. **President’s Report**

*-* Trustee Hunigan reported that the LACONI Trustee Banquet is May 19, 2023. Transportation will pick up here at the library at 4:30.

*-* Statement of Economic Interest in. Director Webb will need confirmation that you have completed it.

*-* Trustee Babayode, Building, Grounds and Equipment reported on the updates on the building renovations. Trustee Coleman reported on the financials; investments, petty cash, working budget. Trustee Williams reported on Personnel and Policy concerns.

*-* While finalizing our schedule for next year, we are looking at changing the meeting day to the 3rd Tuesday of each month.

*-* Trustee Hunigan reminded the Board that the Board policy about disposal of property policy states that any property over $1000 has to come before the board for approval to dispose of.

IX. **New Business**

*-* Trustee Hunigan made a motion to approve Board By-Laws (amendments and revisions). Seconded by Trustee Babayode.

Roll call vote.

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

Motion carried.

*-* Trustee Coleman made a motion to introduce and table until the June Board meeting the Working Budget for fiscal year 2023-2024. Seconded by Trustee Currin.

Roll call vote.

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

Motion carried.

*-* Trustee Hunigan made a motion to approve the disbursement of four office cubicles from the Public Services workroom. Seconded by Trustee Brumfield.

Roll call vote.

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

Motion carried.

X. **Swearing In Newly Elected Trustees**

*-* Trustees Donna Brumfield and Temitope Babayode were sworn in as newly elected Trustees.

XI. **Election of Officers**

*-* Trustee Gillis nominated Trustee Hunigan for President. Ayes 6. Nays 0. Trustee Hunigan accepted the position.

*-* Trustee Babayode nominated Trustee Gillis for Vice President. Ayes 6. Nays 0. Trustee Gillis accepted the position.

*-* Trustee Babayode nominated Trustee Williams for Secretary. Ayes 6. Nays 0. Trustee Williams accepted the position.

*-* Trustee Brumfield nominated Trustee Coleman for Treasurer. Ayes 6. Nays 0. Trustee Coleman accepted the position.

XII. **Closed Session**

*-* Trustee Hunigan made a motion to go into closed session under Section 2 (c) (1) of the Open Meetings Act for “The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body.” Seconded by Trustee Gillis.

Roll call vote.

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

Motion carried.

The Board went into closed session at 9:08 pm.

XIII. **Next Month Meeting (Possible Agenda Items)**

*-* Computer Services Presentation (July)

*-* Appointment of Board Committees

*-* Any other suggested items

XIV. **Adjournment**

The Board meeting adjourned.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Andrea Williams, Board Secretary Lauretta Benford, Administrative Assistant