

**Matteson Area Public Library District
Board of Trustees
Meeting Minutes
February 14, 2023
7:00 pm**

Call to Order

- President Hunigan called the meeting to order at 7:00 pm.

I. Roll Call

- Present were Trustees Howard Hunigan, Harold Gillis, Temitope Babayode, Andrea Williams, Beverly Coleman, Jonathan Currin, and Donna Brumfield. Also present were Director Nikeda Webb, Assistant Director Thom Webb, Andy Murgas Computer Service Manager, and Administrative Assistant Lauretta Benford.

II. Pledge of Allegiance

III. Opportunity for Public Comment

- No public present.

IV. Items Removed from the Consent Agenda

- Trustee Coleman asked that the minutes from the Finance Committee indicate that it was a combined meeting with Building, Grounds & Equipment on February 2, 2023.

V. Consent Agenda

- Trustee Hunigan made a motion to approve the consent agenda. Seconded by Trustee Brumfield. Roll call vote.

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

Motion carried.

VI. Consideration of Financial Reports and Related Financial Concerns

- Trustee Coleman made a motion to approve January disbursements of **\$43,194.79** for operating invoices, and **\$138,893.49** for payroll related expenses, for a total disbursement of **\$182,088.28**. Seconded by Trustee Babayode. Roll call vote.

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

Motion carried.

VII. Director Report

- Director Nikeda Webb reported that she had spoken to Sara who is facilitating the Strategic Plan. Nikeda indicated that the surveys for the staff had already been distributed. Sara made calls to some of the Trustees and will email and reach out to the other Trustees to schedule a mutual time to talk.
- Assistant Director Thom Webb reported on the electrical room leakage issues. It seems to Dan Ellandro the Independent Consultant that the leakage is coming from the back door when the rain is coming from the north.

The solution might be to remove the sidewalk south of the back door and fix the leak in the foundation.

- Trustee Hunigan reminded the Board that we allocated additional dollars for the February special activities and a hand-out was given denoting the money that was spent. He commended the Director and the staff for a job well done.

Black History Reception was a huge success. 150 people were in attendance. The mobile museum welcomed more than 100 of those guests.

On Saturday, February 18 the 1619 Project Musical will be presented here at the Library. Other programs are planned throughout the month; soul food cooking, the 1619 movies series, and many more events are planned.

- Two candidates are on the ballot for the Board; Donna Brumfield and Temitope Babayode, both running unopposed.
- The Governor made an important announcement regarding the passage of SB208, the paid leave for ALL WORKERS ACT. We will be updating the Personnel Policy regarding paid leave for part-time staff.

VIII. President's Report

- President Hunigan has suggested having Trustee Student representatives as part of the Board. Trustees Brumfield, Currin, and Williams will form a Committee pertaining to the student representative to help with the By-Laws and suggested changes. They will bring to the next Board meeting their thoughts. This will be an agenda item at the next meeting.

- Trustee Hunigan reviewed Section 4 of the Board By-Laws and noted that there were major changes in the role of the Treasurer.
- The Board's written self-evaluation was completed at the Board Retreat.
- Director Webb indicated that it was unclear as to exactly what the Decennial Committee wanted by way of a report. She will continue to investigate and report her findings to the Board.
- The LACONI Banquet will be on May 19, 2023. If you are interested in attending, please contact Administrative Assistant Laretta Benford in the Administrative Office.
- The following meetings were scheduled. Student Rep Committee was scheduled for February 28 at 5:00. The Personnel Committee meeting was scheduled at 5:30 right after the Student Rep Committee.

IX. Closed Session

- Trustee Williams made a motion to go into closed session under Section 2 (c) (1) of the Open Meeting Act for the performance of a specific employee as mandated by Section 2.06 of the Open Meeting Act (21). Review the minutes of closed session meetings. (2) Deliberations concerning salary schedules. Seconded by Trustee Brumfield. Roll call vote.

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

Motion carried.

The Board went into closed session at 8:10 pm.

The Board reconvened at 8:35 pm.

- X. No action to be taken as result of the closed session.

Trustee Hunigan made a motion to adjourn the meeting. Seconded by Trustee Gillis. Ayes 7. Nays 0. Motion carried. The Board meeting adjourned at 8:40 pm.

Andrea Williams, Board Secretary

Laretta Benford, Administrative Assistant

