

**Agenda**

**Board of Trustees Special Meeting**

Reception for Newly Appointed Trustee Angela Williams-Brummel and Carmen Merino

Tuesday, January 16, 2024 at 6:30 PM

Room A

801 S. School Avenue

Matteson, Illinois 60443

**Board of Trustees Regular Meeting**

Tuesday, January 16, 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* ***enables*** *discovery,* ***engages*** *imagination,* ***inspires*** *innovation, and* ***connects*** *with our community.*

***Theme: Visioning as a Board the Library of the Future***

**2. Roll Call**

**3. Pledge of Allegiance**

**4. Opportunity for Public Comment**

**5. 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.

5.1 Approval of the Agenda for January 16, 2024

5.2 Approval of Minutes for the Building & Grounds meeting on Dec. 5, 2023

5.3 Approval of Minutes for the Regular Board Meeting, December 12, 2023

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

**7. Annual Audit Presentation for Year Ended June 30, 2023**

***(Board Policy-6.4-Annual Financial Audit)* Brett Moeller–O’Neill & Gaspardo, LLC**

**8. Customer Services Department Annual Presentation-Thom Webb**

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

9.1 Motion to approve December disbursements of **$84,712.38** for

operating invoices, and **$131,931.30** for payroll related expenses, for a total disbursement of **$216,643.68**.

9.2 Other

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

10.1 Staff Updates-new hires

10.2 CE-American Library Association Conferences

10.3 Building and Technology *(15 new laptops-$17,764.80)*

10.4 Grants-Per Capita and Project Next Generation

10.5 Marketing-Ericka Moore

10.6 Programming

10.7 Other

**11. President’s Report**

11.1 Trustee Retreat March 9, 2024/Volunteers to plan the retreat/Finances  Mission/Vision Statement

11.2 Library Investment Policy and Board Investment Statement Update

11.3 Finance Committee follow-up of Annual Audit Report and Working

Budget Review ***(date)***

11.4 Update on the Building Construction Project-Trustee Babayode

11.5 Holiday Party Rescheduled

11.6 Last month Board Meeting minutes stated that a motion will be coming in

January to purchase a CD from First American Bank not to exceed

$230,000. The Finance Committee and the Board President will not be making that recommendation at this time.

11.7 Other

**12. Open Items**

**13. New Business**

13.1 Motion to accept the auditor’s report and letter to management.

13.2 Motion to grant authority to change the library bank accounts from Chase

Business Banking to First American Bank Business Banking effective February 1, 2024 with the actual transfer by March 1, 2024

13.3 Motion to submit Decennial Report on Local Government Efficiency Act

to the Cook County Board

13.4 Approve Section 4.5 Public Funds Investment Policy of the General

Policy Handbook

**14. Closed Session**

*Motion to enter 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 and deliberation concerning salary schedules of one or more classes of employees.*

**15**. **Committee Updates/Upcoming meetings**

Building & Grounds-February 13, 2024

**16. Correspondence**

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

17.1 Approval of the Matteson Area District Library Strategic Plan for

2024-202

**18. Adjournment**

**CHECK SIGNING SCHEDULE**

Feb. 06 Howard Hunigan Andrea Williams Beverly Coleman

Feb. 20 Donna Brumfield Jonathan Currin Temitope Babayode

**Trustees who will be out of town during the next month should**

**notify the Library’s Administrative Office.**