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**THIS MEETING IS OPEN TO THE PUBLIC**

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*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. 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 December 10, 2024

5.2 Approval of Minutes for the Regular Board Meeting, Nov. 12, 2024

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

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

7.1 Motion to approve November disbursements of **\$112,969.24** for operating invoices, and **\$\$\$99,707.68** for payroll related expenses, for a total disbursement of **\$212,676.92.**

**8. Director and Assistant Director's Report**

8.1 Trustee Notes (*Election*)

8.2 Other

**9. President's Report**

9.1 Holiday Party Update

9.2 Building Design Project (April Start, Dates for Checkins)

9.3 Pictures taken before February meeting

**10. New Business**

**11. Correspondence**

**12. Next Month Meeting January 21 (Possible Agenda Items)**

- Auditor Report
- Working Budget Review
- Security Presentation
- Disposal of Bin Sorter
- Board Policy Updates Approval
- 

**13. Adjournment**

**CHECK SIGNING SCHEDULE**

January 7	Andrea Williams	Temitope Babayode	Donna Brumfield
January 21	Angela Brummel	Beverly Coleman	Jonathan Currin

***Trustees who will be out of town during the next month should notify the Administrative Office.***

**Matteson Area Public Library District  
Board of Trustees Regular Meeting Minutes  
November 12, 2024 at 7:00 PM**

**1. Call to Order**

Howard Hunigan called the meeting to order at 7:01pm

***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. ROLL CALL:**

Trustees Present: Howard Hunigan, Temitope Babayode, Angela Williams-Brummel, Beverly Coleman, Andrea Williams, Donna Brumfield arrived at 8:26pm

**Absent:** Jonathan Currin

**Staff present:** Director Nikeda Webb, Assistant Director Thomas Webb and Administrative Ast. Robin Covington

**3. Pledge of Allegiance**

**4. Opportunity for Public Comment - None**

**5. Consent Agenda:**

**MOTION BY: Howard Hunigan**

**SECOND BY: Temitope Babayode**

Roll call voted.

Howard Hunigan - Yes	Beverly Coleman - Yes
Andrea Williams - Yes	Angela William-Brummel - Yes
Temitope Babayode - Yes	

Motion carried.

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

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

7.1 Motion to approve October disbursements of \$83,222.89 for operating invoices, and \$139,942.55 for payroll related expenses, for a total disbursement of \$223,165.44.

**MOTION By: Beverly Coleman**

**SECOND BY: Andrea Williams**

**Discussion:** Nikeda Webb gave financial updates for October 2024 ACH transactions, went over a few checks, payroll transactions, payments for the Project Next Generation Grant from the State Library. Renewal for Midwest tapes, which does ebooks.

- Outsource IT six month contract, server and firewall have been delivered.

- Tax deposit \$33,949.97 for October, 2024
- Hayes Mechanical \$1,865.00 for the quarterly maintenance agreement.

Roll call voted.

Howard Hunigan - Yes	Temitope Babayode - Yes
Angela Williams - Brummel - Yes	Donna Brumfield - Yes
Beverly Coleman - Yes	Andrea Williams - Yes

Motion carried.

**8. Review of Board Policy Manual-Chapter 9: Other Policies**

Angela Williams-Brummel gave the review and suggestions for changes on Chapter 9.

- 9.4 discussion regarding to remove limited from the policy
- 9.5 discussion regarding selling any library property was tabled
- 9.6 discussion regarding more Fair Market value and question regarding items over \$2,500.

**9. Director and Assistant Director's Report**

- 9.1 Building & Technology - Nikeda Webb gave the library closing dates:  
 -Wednesday before Thanksgiving close at 5pm.  
 -Thanksgiving day and the day after Thanksgiving closed.  
 -December 6th, 2024 for In-Service training at Atlas conference.  
 Building update was given by Thom Webb, mentioned that we no longer have the self checkout and we decided not to renew the maintenance agreement for the bin sorter. Thom stated, we will ask the board to motion that we get rid of them. Hayes Mechanical will replace a heating sensor.  
 Technology - The IT Company will start on December 2, 2024 on installation of server and firewall.
- 9.2 Continuing Education & Meetings - (ALA Core-MN: \$1366; In-Service Nikeda will be attending that conference.
- 9.3 Staff Resignations & Updates - New hires Millicent Walker - Youth Services, Amy Holman - Patron Services both are Part-Time positions.
- 9.4 Library Programs, Events, Outreach - We attended the Village Trick or Treat. We partnered with the Village for the Haunted house event this year, they were next door at Oakwood. We did Trunk -A- Treat 150 people attended. On Halloween we had 1221 people that came through for candy. Our upcoming programs are Winter Welcome and Winter Reading kick-off on December 7, 2024 we will have vendors the kids can shop for their parents.
- 9.5 Strategic Plan- we will be working on the plan December 6, 2024 after Atlas training.
- 9.6 Trustee Notes-Election - Five packets were returned and they have until November 18, 2024.

**10. President's Report**

- 10.1 Holiday Party Update -Will be held on Wednesday December 11, 2024 at Bellagio restaurant in Homewood at 6:30pm for board and staff only.
- 10.2 Building- update was given by Temitope Babayode he stated, at the last meeting it was decided to expand the project to 2 million dollars. This will include the adult and youth service areas. Nikeda is working on getting a

meeting scheduled with StudioGC, with President Hunigan and Vice-President Babayode.

President Hunigan made mention that the current board, will be recognized for being responsible for the 2024/2025 remodeling project.

**11. New Business**

11.1 Motion to approve Tax Levy Ordinance No. 2024-4 for the fiscal year beginning July 2025 and ending June 2026.

**MOTION By: Beverly Coleman**

**SECOND BY: Temitope Babayode**

Roll call voted.

Howard Hunigan - Yes	Temitope Babayode - Yes
Angela Williams - Brummel - Yes	Donna Brumfield - Yes
Beverly Coleman - Yes	Andrea Williams - Yes

Motion carried.

11.2 Motion to amend Board Policy Manual 6.2 accounting- *“All district disbursements shall be made with checks or electronic payments from the District bank account and shall be approved by Board of Trustees. Transfer between district Bank accounts shall not be deemed district disbursements requiring board approval. The Library Director/ Treasurer should inform the Board at the next regular Board meeting of the date and the dollar amount of the transfer.”*

**MOTION By: Howard Hunigan**

**SECOND BY: Temitope Babayode**

Discussion: Howard Hunigan stated that this motion makes the policy much clearer. Beverly Coleman stated another reason is because of electronic disbursements.

Roll call voted.

Howard Hunigan - Yes	Andrea Williams - Yes
Angela Williams-Brummel - Yes	Temitope Babayode - Yes
Beverly Coleman - Yes	Donna Brumfield - Yes

Motion carried.

11.3 Motion to close the First American Cash account ending in 2901. Funds will be moved to the First American Operation account ending in 0801 reducing the number of accounts from (4 to 3): Operating, Money Market, and License Plate.

**MOTION By: Beverly Coleman**

**SECOND BY: Donna Brumfield**

Roll call voted.

Donna Brumfield - Yes	Temitope Babayode - Yes
Angela Williams - Brummel - Yes	Howard Hunigan - Yes
Beverly Coleman - Yes	Andrea Williams - Yes

Motion carried.

**12. Closed Session entered at 8:50pm**

**MOTION By: Andrea Williams      SECOND BY: Angela Williams- Brummel**

Roll call voted.

Andrea Williams - Yes	Temitope Babayode - Yes
Donna Brumfield - Yes	Howard Hunigan - Yes
Beverly Coleman - Yes	Angela Williams - Brummel - Yes

Motion carried.

**Session reconvened at 9:05pm**

**13. Correspondence - Communication from Richton Park Public Library District**

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

- Auditor - Waiting to get date scheduled
- Howard Hunigan would like to have an abbreviated meeting for December, 2024
- We will reschedule a date to take a Board Member group picture

**15. Adjournment: MOTION BY: Donna Brumfield      SECOND BY: Temitope Babayode**

Ayes 6. Nays 0. Motion Carried.

The Board Meeting adjourned at 9:14pm.

November 12, 2024 Board Meeting Minutes

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Andrea Williams, Board Secretary

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Robin Covington, Administrative Assistant

**Matteson Area Public Library District  
November 2024 Bank Statements**

**First American - Cash Account (2901)**

Beginning Balance	\$253,386.90	
Deposits	\$12,530.44	
Debits	\$0.11	
Interest	\$55.24	
Checks Issued/Transfer Out	\$0.00	
Ending Balance	<hr/>	<b><u>\$265,972.47</u></b>

**First American - License Stickers (4101)**

Beginning Balance	\$1,256.71	
Deposits	\$1,354.00	
Debits	\$1,339.29	
Interest	\$0.27	
Checks Issued/Transfer Out	\$0.00	
Ending Balance	<hr/>	<b><u>\$1,271.69</u></b>

**First American Money Market (9401)**

Beginning Balance	\$4,816,969.87	
Deposits	\$0.00	
Interest	\$16,914.63	
Checks Issued/Transfer Out/Fees	\$6.21	
Ending Balance	<hr/>	<b><u>\$4,833,878.29</u></b>

**First American Operating (0801)**

Beginning Balance	\$736,861.43	
Deposits	\$2,311.43	
Debits	\$212,676.92	
Interest	\$131.41	
Ending Balance	<hr/>	<b><u>\$526,627.35</u></b>

**Total of all Bank Accounts**

**\$5,627,749.80**

**Matteson Area Public Library District  
November 2024 Financial Transactions**

<b>Num</b>	<b>Date</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>	<b>Freq</b>
eft	11/06/2024	IMRF		-12,258.54	
eft	11/08/2024	Empower-457		-115.00	
eft	11/08/2024	Blue Cross Blue Shield of Illinois		-19,131.03	
eft	11/08/2024	Aflac		-1,345.42	
eft	11/08/2024	IL Dept. of Revenue		-2,430.75	
eft	11/08/2024	EFTPS		-11,909.99	
				<b>-47,190.73</b>	
3447	11/05/2024	Alliance Entertainment	AV	-292.69	
3448	11/05/2024	Amazon.com	Programs & Supplies	-714.30	
3449	11/05/2024	AT & T	Internet	-381.36	M
3450	11/05/2024	AT Business Solutions	Maintenance Agrmnt	-325.00	A
<b>3451</b>	<b>11/05/2024</b>	<b>B Allan Graphics</b>	<b>Winter Newsletter</b>	<b>-4,283.93</b>	<b>Q</b>
3452	11/05/2024	Blackstone Publishing	Audiobooks	-752.12	
<b>3453</b>	<b>11/05/2024</b>	<b>Children's Plus Inc.</b>	<b>Books</b>	<b>-3,729.58</b>	
3454	11/05/2024	Computers Nationwide	Service Call-Cameras	-175.00	
3455	11/05/2024	Demco	Supplies	-647.72	
3456	11/05/2024	Enterprise Office Equip.	Toner Refill	-60.00	
3457	11/05/2024	Ervin Smith	Security	-160.00	
3458	11/05/2024	Gale/Cengage Learning	Books	-519.57	
3459	11/05/2024	Hayes Mechanical	Service Call	-1,189.50	
3460	11/05/2024	Lisa Fasano	Mileage	-10.72	
3461	11/05/2024	Marla Cole-Wieringa	Mileage	-99.90	
3462	11/05/2024	Marlene Abano	Mileage	-25.46	
3463	11/05/2024	Menards	Supplies	-741.54	
<b>3464</b>	<b>11/05/2024</b>	<b>O'Neill &amp; Gaspardo</b>	<b>Audit</b>	<b>-2,900.00</b>	
3465	11/05/2024	Off-Site Bus. Solutions	Bookkeeping	-402.00	M
3466	11/05/2024	Ollis Book Corp	YS Books	-1,214.88	
<b>3467</b>	<b>11/05/2024</b>	<b>Outsource IT Solutions</b>	<b>Server</b>	<b>-15,500.00</b>	
3468	11/05/2024	Overdrive	Audiobooks	-109.99	
3469	11/05/2024	Paula Dixon	Security	-640.00	
3470	11/05/2024	Penworthy	Books	-204.88	
3471	11/05/2024	Playaway Products	Audiobooks	-687.69	
3472	11/05/2024	Quill Corp.	Supplies	-643.67	
3473	11/05/2024	Sherry Sanders	Library Supplies	-599.32	
3474	11/05/2024	Starlight Express	Navy Pier Trip	-1,282.00	
3475	11/05/2024	Steiner Electric. Co.	Lightbulbs	-583.30	
3476	11/05/2024	Susan Fulcher	Mileage/Supplies	-913.03	
<b>3477</b>	<b>11/05/2024</b>	<b>SWAN</b>	<b>Fees</b>	<b>-8,868.25</b>	<b>Q</b>
3478	11/05/2024	T-Mobile	Cellphones	-106.40	M



3479	11/05/2024	Technology Mgmt Fund	Internet	-450.00	M
3480	11/05/2024	The Home Depot	Supplies	-262.58	
3481	11/05/2024	The Story of E	Consultation/Training	-552.50	
3482	11/05/2024	Thomas Webb	Mileage-Conference	-223.11	
3483	11/05/2024	US Post Office	Postage Newsletter	-2,200.00	Q
3484	11/05/2024	Warehouse Direct	Supplies	-1,223.91	
3485	11/05/2024	Katrina Anderson	Special Program	-500.00	
3486	11/05/2024	Stephon Raickett	BHM Prg Deposit	-1,500.00	
3487	11/19/2024	Alliance Entertainment	AV	-202.91	
3488	11/19/2024	Amazon.com	Supplies	-718.07	
				<b>-56,596.88</b>	
				<b>-103,787.61</b>	