

**Matteson Public Library
Board of Trustees Meeting
July 12, 2010**

1. Call to Order

Trustee Gillis called the meeting to order at 7:03 pm.

2. Pledge of Allegiance

3. Roll Call

Present were Trustees Harold Gillis, Leana Page, Dwayne Shipp, and Beverly Coleman. Also present was Director Berggren, Assistant Director Bill Madsen, Administrative Assistant Laretta Benford, Jim Fessler Attorney for Klein Thorpe and Jenkins and Guy Blaszak from Heil & Heil Insurance. Trustee Dorothy Sparks and Danita Powe were absent. Milfred Moore arrived at 7:10 pm

4. Consent Agenda

- Trustee Page made a motion to accept the consent agenda. Seconded by Trustee Coleman. Ayes 4. Nays 0. Motion carried

5. Jim Fessler, Attorney/Klein Thorpe Jenkins

- Jim Fessler, Attorney, briefed the Board on Freedom of Information Act (FOIA) and the Open Meetings Act (OMA) and passed out handouts.
 - o No significant changes have been made to FOIA or OMA
 - o Library must have designees take the training.
 - o Department of Labor Health and Safety Act requires that all workplace injuries; whether an injury occurs or not, be tracked and posted on Form 300 from February 1 – April 30th.
 - o If someone makes an oral FOIA request, staff needs to ask them to put it in writing.
 - o Any request for information given to any Board Trustee must be forwarded to the Library Director.
 - o Illinois Information Privacy Act which went into effect July 1st states that all social security numbers must be kept secure and protected. Board is obligated to enact a policy regarding this act.

6. Guy Blaszak, Heil & Heil Insurance

- Guy Blaszak reported on the library's insurance for the past year and dividends received by the library.
- Trustee Shipp inquired about a key person insurance policy.

7. Comments by Library Officials, Trustee Committee Oral Reports, and setting future committee meeting dates

- Special Events reported their profit from the June fundraiser to be \$780.82.
- Director Berggren is planning a Car Show; more information forthcoming.
- Building and Grounds Committee will meet on July 20th at 2:00 pm.
- Finance Committee will meet on July 22, at 6:30 pm.
- Personnel Committee will meet on July 28 at 5:00 pm.
- Trustees Gillis and Shipp commended the MPL staff for their handling of the evacuation of the patrons during the storm.
- Report on the status of the library systems.
 - o Five systems working on merger
 - o Trustee Moore will check on the ILSDO Foundation

8. Active Agenda

- Trustee Shipp made a motion to approve the disbursement of \$129,241.09 from the Operating Fund. Seconded by Trustee Moore. Roll call vote. Motion carried
 - ❖ Harold Gillis - yes
 - ❖ Milfred Moore – yes
 - ❖ Dwayne Shipp – yes
 - ❖ Leana Page - yes
 - ❖ Beverly Coleman – yes
- The Finance Committee moved to transfer funds from the Illinois Funds Accounts and Charter One Bank to Chase Bank. Director Berggren has been authorized to open the accounts. Roll call vote. Motion carried.
 - ❖ Harold Gillis - yes
 - ❖ Milfred Moore – yes
 - ❖ Dwayne Shipp – yes
 - ❖ Leana Page - yes
 - ❖ Beverly Coleman – yes

9. Correspondence

- Trustee Page read a thank you card from Laura Shalloo, Bookkeeper thanking the Board and staff for the plant received following the death of her mother.

A thank you card from Elizabeth Bolen to the Board and staff for their support during her recent surgery and recovery.

- Director Berggren informed the Board that she hired an Outreach Clerk; Lynn Bearden. She also indicated that she is looking to replace three pages and a security guard.

- Publicity folder was passed around.

10. Open Items

- Assistant Director Madsen discussed the T1 line situation indicating that the contract could be bought out at 50%. He was authorized to cancel the contract.
- Trustee Moore made a motion to remove from the table and approve dissolution of the current SWAN Membership Agreement; and approval of a new agreement to authorize membership in the SWAN consortia. Seconded by Trustee Shipp. Ayes 5. Nays 0. Motion carried.

11. New Business

- Trustee Coleman has requested that the Strategic Plan be revisited. It was determined that an update would be put on the Board agenda for August.

Trustee Page made a motion to adjourn the meeting. Seconded by Trustee Moore. Ayes 5. Nays 0. Motion carried.

The Board adjourned for the evening at 8:42 pm.

Approved, Leana Page Secretary

Minutes Prepared by
Lauretta Benford, Administrative Assistant