

**Matteson Public Library  
Board of Trustees Meeting  
August 9, 2010**

1. Call to Order

Trustee Coleman called the meeting to order at 7:19 pm.

2. Pledge of Allegiance

3. Roll Call

Present were Trustees Beverly Coleman, Leana Page, Danita Powe and Milfred Moore. Also present was Director Kathy Berggren, Assistant Director Bill Madsen, Administrative Assistant Laretta Benford, Phyllis Davis Head of Youth Services, Andrea Baker Youth Service Clerk, Renee Navarre , Head of Circulation, Margaret Thomson Page Supervisor and Daniel Meyer Computer Attendant. Trustees Harold Gillis, Dwayne Shipp and Dorothy Sparks were absent.

4. Consent Agenda

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

5. Phyllis Davis, Head of Youth Service

- Phyllis Davis updated the Board on the Summer Reading Program, its progress, its participants, day to day operations and how it can and should be reviewed for 2011.
  - o 992 plus children registered for the program.
  - o 366 children completed the program.
  - o 140 events.
  - o 250 children attended the pool party at the Aqua Center in Park Forest.
  - o Plan for a higher percentage of Matteson participants by shortening the registration period for non-residents next year.

6. Renee Navarre, Head of Circulation

- Renee Navarre updated the Board on the functions of the Circulation Department.
  - o Implemented the electronic signature and online photos.
  - o Staff web page working well for the Circ staff.
  - o Added additional people to home bound deliveries.

7. Margaret Thomson, Page Supervisor

- Margaret Thomson updated the Board on the roles and responsibilities of the circ desk and the roles of the Pages.
  - o 21,000 total circulation for the month of June.

- 1,100 items checked out on one day in early June.
- Membership cards have changed allowing only 50 items on any one particular card to be checked out. No limit on what those items are.
- Pages are responsible to re-shelve the books.
- Have been encouraging patrons to fill out post card to Gov. Quinn about the importance of the library.

#### 8. Comments by Library Officials, Trustee Committee Oral Reports, and Setting Future Committee Meeting Dates

- Trustee Page reported on the July 28<sup>th</sup> Personnel Committee meeting where a proposed cap on certain salary grades was recommended by the Committee. An August 30<sup>th</sup> meeting date has been scheduled for the Personnel Committee at 5:00 pm.
- Trustee Moore reported on the Building and Grounds Committee and recapped their August 3<sup>rd</sup> meeting. Another meeting was scheduled for August 10<sup>th</sup> at 5:30 pm.
  - It was decided that Anders Dahlgren would be hired to be the liaison for the building project.
  - All proposals from the architects were reviewed and a recommendation would be submitted at the next meeting.

#### 9. Active Agenda

- Trustee Moore made a motion to approve the disbursement of \$143,062.88 from July Operating Funds. Seconded by Trustee Powe. Roll call vote. Motion carried.
 

❖ Danita Powe - yes	❖ Leana Page - yes
❖ Milfred Moore – yes	❖ Beverly Coleman – yes
- The Finance Committee moved to retain Heil and Heil Insurance agents for the next three years.
- Director Berggren reported that the transfer of the bank accounts was taking longer than she had anticipated.
  - Checks have been ordered for the new accounts.
  - \$1,000 has been deposited into each new account.
  - Waiting for signature cards.

#### 9. Correspondence

- Pictures were passed around from the Memorial Day Parade.
- Trustee Page read a note from Roberta Zoller who donated 3 framed pictures to the library.

10. Open Items

- Trustee Moore indicated that the Building and Grounds Committee would meet to review the proposals from the architects.
- Trustee Coleman requested that the Strategic Plan be reviewed. It was decided to meet at 6 pm before the November 8<sup>th</sup> Board meeting to review and evaluate progress on the current plan.

Trustee Page made a motion to adjourn the meeting. Seconded by Trustee Powe. Ayes 4. Nays 0. Motion carried.

The Board adjourned for the evening at 8:40 pm.

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Approved, Leana Page Secretary

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Minutes Prepared by  
Lauretta Benford, Administrative Assistant