

**Matteson Public Library
Board of Trustees Meeting
December 12, 2011**

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 were Director Berggren, Assistant Director Bill Madsen, Administrative Assistant Laretta Benford, and Andrew Murgas Head of Computer Services. Trustee Moore arrived at 7:10 pm and Trustee Williams arrived at 7:15 pm. Trustee Danita Powe was absent.

4. Consent Agenda

- Trustee Shipp made a motion to accept the consent agenda. Seconded by Trustee Page. Roll call vote. Motion carried.

❖ Harold Gillis - yes

❖ Leana Page - yes

❖ Dwayne Shipp – yes

❖ Beverly Coleman – yes

5. Andrew Murgas, Head of Computer Services

- Murgas briefed the Board on his department and some of the changes that have been implemented in it, as well as throughout the library.

- o New computer software.

- o New employees within the last year.

- o New vending machine for the Youth Service's area has been ordered.

- o New self-checkout station.

- o New phone app for smart phones.

- o Wireless printer in Adult reference area.

- o Two new laptops for the public to check out in-house.

- o Trustee Williams made a suggestion to Murgas and asked if a Kindle could be brought to the next meeting to demonstrate how to download books onto it.

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

- Trustee Shipp commented that the Finance Committee met to discuss using Ehlers Financial services for the library.

7. Director Updates

- Director Berggren informed the Board that she would be out of the office on Wednesday, December 14th in the afternoon and would return Friday, December 16th in the morning. Also, she will be taking a four day weekend at the end of January.
- Director Berggren informed the Board that a new law effective January 1, 2012 requires that anyone whose benefits package totals \$75,000 or more be posted on the library's web page.
- Illinois Legislative Day will be in Springfield, April 17-18.
- National Legislative Day in Washington DC is April 23-24.
- ATLAS is hosting a Trustee/Legislative Night on February 10th at the Lansing Public Library.
- Industrial Appraisal Company will be at the library on December 13th to do a reappraisal which has not been done since 2004. The appraisal is for insurance and auditing purposes.

8. Active Agenda

- Trustee Shipp made a motion to approve the disbursement of \$148,222.78 for November operating expenses. Seconded by Trustee Moore. Roll call vote. Motion carried.
 - ❖ Harold Gillis - yes
 - ❖ Dwayne Shipp – yes
 - ❖ Milfred Moore – yes
 - ❖ Leana Page – yes
 - ❖ Beverly Coleman – yes
 - ❖ Michael C. Williams - yes
- Acting upon a request from Director Berggren, Trustee Moore made a motion to transfer \$1.7 million from the Corporate Fund to the Special Reserve account. Seconded by Trustee Shipp. Roll call vote. Motion carried.
 - ❖ Harold Gillis - yes
 - ❖ Dwayne Shipp – yes
 - ❖ Milfred Moore – yes
 - ❖ Leana Page – yes
 - ❖ Beverly Coleman – yes
 - ❖ Michael C. Williams - yes

9. Correspondence

- Trustee Page read a suggestion that was left in the library suggestion box indicating the need to have the light at the south end of the parking lot repaired. Director Berggren indicated that she was aware of the broken light but the problem was in the underground wiring. The Board instructed Berggren to get costs on repairing the light's wiring.
- A card from Klein, Thorpe and Jenkins, LTD announcing the arrival of Mallory A. Milluzzi, an Associate to the firm.

- A thank you card from Poplar Creek Library thanking Director Berggren for the gift of pencil erasers.
- A letter from Klein Thorpe and Jenkins informing the Board of a Freedom Of Information Act binding opinion issued by the Illinois Attorney General regarding electronic communications of members of a public body.
- Publicity folder was passed around.

10. Open Items

- Director Berggren reported on the price quotes that she received from two Real Estate Appraisers.
 - o Trustee Moore made a motion to approve the lowest bid. After a discussion, Trustee Moore amended his motion and asked that it be tabled until more information is available and more quotes, at least four, in writing. Seconded by Trustee Shipp. Ayes 6. Nays 0. Motion carried.
- Trustee Shipp made a motion to approve a contract with Ehlers & Associates, Inc. Seconded by Trustee Moore. Roll call vote. Motion carried.

❖ Harold Gillis - yes	❖ Leana Page – yes
❖ Dwayne Shipp – yes	❖ Beverly Coleman – yes
❖ Milfred Moore – yes	❖ Michael C. Williams - yes

11. New Items

- Trustee Moore is seeking approval from the Board for the Library to send him to the ALA Mid-winter conference in Dallas. Director Berggren was asked to put together a 12-month calendar of available training opportunities for Trustees. Trustee Page wants the Board to define what items go into the budget for the Board's expenses to assist in determining what money is required. Trustee Shipp made a motion to approve Trustee Moore's request. Seconded by Trustee Williams. Roll call vote. Motion carried.

❖ Harold Gillis - yes	❖ Leana Page – no
❖ Dwayne Shipp – yes	❖ Beverly Coleman – yes
❖ Milfred Moore – Abstained	❖ Michael C. Williams - yes
- Trustee Gillis is seeking Board approval for the Library to send him to the Trustee training in Springfield. Trustee Williams made a motion to approve Trustee Gillis' request. Seconded by Trustee Moore. Roll call vote. Motion carried.

❖ Harold Gillis - Abstained	❖ Leana Page – yes
❖ Dwayne Shipp – yes	❖ Beverly Coleman – yes
❖ Milfred Moore – yes	❖ Michael C. Williams - yes

- Trustee Williams is seeking permission to be able to attend the conference in Oak Brook. His request will be added to the January agenda when the Board will approve Trustee training in February.
- Director Berggren was asked to give an update on the Library System, RAILS, at each Board meeting.

Trustee Williams made a motion to adjourn the meeting. Seconded by Trustee Moore. Ayes 6. Nays 0. Motion carried.

The Board adjourned for the evening at 8:55 pm.

Approved, Leana Page Secretary

Minutes Prepared by
Lauretta Benford, Administrative Assistant