

**Matteson Public Library
Board of Trustees Meeting
December 13, 2010**

1. Call to Order

President Harold Gillis called the Board meeting to order at 7:00 pm.

2. Pledge of Allegiance

3. Roll Call

Present were Trustees Harold Gillis, Leana Page, Danita Powe, Milfred Moore, Beverly Coleman. Also present were Director Kathy Berggren, Administrative Assistant Lauretta Benford, and Assistant Director Bill Madsen. Trustees Dorothy Sparks and Dwayne Shipp were absent.

4. Consent Agenda

- Trustee Moore made a motion to accept the consent agenda. Seconded by Trustee Powe. Ayes 5. Nays 0. Motion carried.

5. Comments by Library Officials, Trustee Committee Oral Reports, and Setting Future committee Meeting Dates

- Trustee Moore commented on the Building and Grounds Committee meeting on December 6th with Michael Mackey from PSA Dewberry BCA; more information forthcoming.

6. Active Agenda

- Trustee Moore made a motion to approve the disbursement of \$137,916.49 for November from Operating Funds. Seconded by Trustee Coleman. Roll call vote. Motion carried.
 - ❖ Danita Powe - yes
 - ❖ Milfred Moore – yes
 - ❖ Harold Gillis – yes
 - ❖ Leana Page - yes
 - ❖ Beverly Coleman – yes
- Trustee Gillis commented on the amount of the present gas bill. He was concerned that the consumption of gas during the month of October was, in his opinion, higher than it should be. Director Berggren indicated that last year the bill was around the same amount and that weatherization to the building had been made to ensure that drafts are kept to a minimum.

7. Correspondence

- Trustee Page read a thank you note to Renee Navarre from Angela and Josh Butler regarding her assistance with a lost item.

- A thank you letter from St. Paul Lutheran Pre-School for Phyllis Davis regarding her visit to the school in October.
- An invitation from the Village of Matteson inviting the Board of Trustees to the opening of the new recreation center.
- Trustee Powe asked if the email that was generated by a patron regarding the staff's noise level at the Circulation desk had been taken care of. Director Berggren indicated that she addressed the patron's concern and she also addressed it with the staff.

8. Open Items

- Trustee Moore addressed the system's updates. He indicated that his report was incomplete as the system meeting was going on at the same time the Board meeting was taking place. He also reported that today was the finishing of the due diligence reports for the Merger Design Team.
- Director Berggren reported on the system.
 - o Presently the system merger staff are working with a consultant.
 - o The three sub-committees have all met.
 - o North Suburban Library System is working with a real estate agent to sell their building.
 - o Metropolitan Library System only has three employees left; eventually they are expected to put their building up for sale.
 - o DuPage Library System has someone interested in buying their building.
- It was recommended by Trustee Moore that all Trustees take the FOIA and Open Meeting's training online.
- Trustee Powe made a motion that Trustees Shipp and Moore represent the Board by becoming FOIA and Open Meetings Officers for the remainder of their terms which ends in May, 2011. Seconded by Trustee Page. Ayes 5. Nays 0. Motion carried.
- Director Berggren asked that the review of the Strategic Plan be pushed back until February. A meeting has been scheduled for January 31st at 6:00 pm to review the status of the plan's stated goals.
- Trustee Moore reported on the Building & Grounds Committee meeting. Some of the results of that meeting were as follows:
 - o Two original options were dropped; keep the current building and build a branch or build a new library and keep the current building as a branch. Four options being considered.
 - Remodel and enlarge this building.

- Remodel an existing building in town such as the old Target building.
 - Build new library in Village Commons.
 - Purchase the old community center and expand to the south.
- The Building and Grounds Committee made a motion to recommend that the architect be given the authority to explore the four options. Ayes 5. Nays 0. Motion carried.
- Director Berggren reported that Anders Dahlgren is agreeable to work on a building plan.
- SWAN has broken away from Metropolitan Library System and is moving forward.
 - They cannot sustain themselves without the financial help they have had in the past from the system without increasing membership costs.
 - Question remains how to fund SWAN without everyone having to kick in 30 to 40% increase.
 - Moving is an option.
 - Negotiating with OCLC, library consortium out of Ohio that catalogs books for lower fees or moving to another source for more records.
 - No new projects will be taken on in the upcoming year so that time can be devoted to setting up this new legal entity.
- Personnel handbook, which was emailed to all Board members will be read and reviewed over the next couple weeks.
- Director Berggren sent an email to Brian Mitchell, Village of Matteson, asking that a meeting be set with the Village Trustees.
- The State of Illinois changed the law this fall that provided for disclosure of performance evaluations in FOIA requests. Such disclosures are now prohibited.
- For now, we will track the cost of I.L.L. and not charge the patrons.
- The library has a new time clock system that went into effect December 11, 2010. The system requires that each staff member swipe their photo id card. Director Berggren asked to determine the cost of replacing an ID badge.
 - Generic cards will be made for contractors and Board members.
- There is no heater in the furnace room and the danger to the pipes could mean they would freeze and burst. Estimate for a heater not to exceed \$7,435. No Board action required as funds for this exist in the budget.

11. New Business

- It was determined that the meetings with construction related vendors would be put on the next meeting's agenda.

Trustee Gillis made a motion to adjourn the meeting at 8:55 pm. Seconded by Trustee Powe. Ayes 5. Nays 0. Motion carried.

Approved, Leana Page Secretary

Minutes Prepared by
Lauretta Benford, Administrative Assistant