

**Matteson Public Library
Board of Trustees
February 14, 2011**

1. Call to Order

President Harold Gillis called the Board meeting to order at 7:05 pm.

2. Pledge of Allegiance

3. Roll Call

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

4. Consent Agenda

- Trustee Moore made a motion to accept the consent agenda. Seconded by Trustee Powe. Ayes 6. Nays 0. Motion carried.

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

- Trustee Shipp reported on the Finance Committee meeting held February 7th where they reviewed the working budget draft for FY2011-2012. The next Finance Committee meeting will be held March 7th at 6:00 pm.
- Trustee Moore made a motion to correct the January 31st meeting minutes in which Trustee Powe was inadvertently omitted. Seconded by Trustee Page. Ayes 6. Nays 0. Motion carried.

6. Active Agenda

- Trustee Shipp made a motion to approve \$226,755.79 for January Operating Funds. Seconded by Trustee Moore. Roll call vote. Motion carried.
 - ❖ Danita Powe - yes
 - ❖ Harold Gillis – yes
 - ❖ Beverly Coleman – yes
(via telephone)
 - ❖ Leana Page - yes
 - ❖ Dwayne Shipp – yes
 - ❖ Milfred Moore - yes
- Trustee Shipp noted that there was an \$85 discrepancy in the Financial Report; he asked Director Berggren to look into it and report back to the Board the reason for it.

7. Correspondence

- Trustee Page read an invitation from South Holland Public Library regarding their 50th Anniversary Celebration on February 26th from 10:00-5:00.

- A thank you letter from the Matteson Business Association thanking the library for joining the Association. This organization is a replacement for the Matteson Area Chamber of Commerce.
- Trustee Page passed around the publicity folder.

8. Open Items

- Director Berggren reported on the system update.
 - All five library system boards approved the merger effective July 1st.
 - All signing intergovernmental agreements.
 - Merger Design Team has one more meeting before they dissolve.
 - March 1st the official transition team will take over the merger process
 - Transition team will be made up of 90% of the same people.
 - Have to approve everything that the merger design team has done.
 - Immediate concern is to name the new system.
 - Concern over what process to follow in order to select the executive director.
 - The Metropolitan Library System Board voted unanimously to outsource delivery.
- Director Berggren reported on the zone activity and reminded the Board that when there was no money, continuing education was dropped. Zones six, eight and nine have picked it up. Scheduled workshops are as follows.
 - Workshop for supervisors March 3rd.
 - Workshop for staff on May 5th.
 - Matteson Public Library is hosting the trustee training on May 21st.
 - Staff program in September
- Working on director's retreat, last weekend of March.
- Laconi Trustee Banquet; if anyone is interested in going please turn in your reservation form.
- Trustee Moore made a motion to approve architects contract contingent upon the attorney's approval. Seconded by Trustee Powe. After a discussion, Trustee Moore withdrew his motion. Trustee Powe concurred.
- Trustee Moore asked for a resolution supporting the attorney's position in the negotiations with the architect. Seconded by Trustee Powe. After a discussion, Trustee Moore withdrew his motion as did Trustee Powe.

- Director Berggren has reached out to the Village of Matteson trying to secure a mutual meeting time. She will continue to try to make contact with someone to secure a meeting.

10. New Business

- Trustee Moore made a motion to approve the revised Disaster Plan. Seconded by Trustee Shipp. Ayes 6. Nays 0. Motion carried.
- Trustee Shipp made a motion to send the Board President to the ALA Annual Conference in New Orleans June 23-28, 2011. Seconded by Trustee Powe. Following a discussion that included the question “could others go,” Trustee Moore moved to table the decision to send the Board President to the ALA Annual Conference until all costs have been reviewed. Seconded by Trustee Page. Ayes 6. Nays 0. Motion carried.
- Trustee Shipp made a motion to approve the revisions to the Meeting Room Policy, designated as Section 8.1.3 in the revised policy manual. Seconded by Trustee Page. Ayes 6. Nays 0. Motion carried.
- Trustee Moore made a motion to introduce and table discussion of the proposed new General Policy Manual until the April Board meeting. Seconded by Trustee Shipp. Ayes 6. Nays 0. Motion carried.
- Trustee Page passed out evaluation forms for the director’s annual evaluation. She asked that each Board member bring the form back next month.
- Assistant Director Bill Madsen will look into the possibility of conferencing Trustee Sparks into the meetings.
- Trustee Gillis made a motion to go into closed session under Section 2 (c) (21) of the Open Meetings Act for the semi-annual review of previous closed minutes with no need to reconvene. Seconded by Trustee Powe. Roll call vote. Motion carried.

❖ Danita Powe - yes	❖ Leana Page - yes
❖ Harold Gillis – yes	❖ Dwayne Shipp – yes
❖ Beverly Coleman – yes (via telephone)	❖ Milfred Moore - yes

The regular meeting was adjourned at 9:00 pm. The Board adjourned for the night at 9:21 pm.

Approved, Leana Page Secretary

Minutes Prepared by
Lauretta Benford, Administrative Assistant