

**Matteson Public Library  
Board of Trustees  
May 9, 2011**

1. Swearing in of Trustees

Administrative Assistant Laretta Benford gave the oath of office to Trustees Leana Page and Beverly Coleman.

2. Call to Order

President Harold Gillis called the Board meeting to order at 7:02 pm.

3. Pledge of Allegiance

4. Roll Call

Present were Trustees Harold Gillis, Leana Page, Milfred Moore, Dwayne Shipp, and Beverly Coleman. Also present were Director Kathy Berggren, Assistant Director Bill Madsen, and Administrative Assistant Laretta Benford. Trustee Danita Powe arrived at 7:10 pm.

5. Consent Agenda

- Trustee Moore made a motion to accept the consent agenda as presented. Seconded by Trustee Page. Roll call vote. Motion carried.
  - ❖ Harold Gillis - yes
  - ❖ Beverly Coleman – yes
  - ❖ Dwayne Shipp – yes
  - ❖ Leana Page - yes
  - ❖ Milfred Moore - yes

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

- Director Berggren indicated that Anders Dahlgren would not be present at tonight's meeting as previously scheduled but would instead attend the June Board meeting when he hopes our architect will be able to join him.
- Trustee Page reported that the Personnel Committee met in April and the minutes from that meeting had been generated and included in the Board packet. May 10, 2011 is the next meeting. The Committee will look over resumes that have been received for the vacant board position.

7. Election of Officers and Committee Appointments

- Trustee Shipp nominated Trustee Gillis for the Office of President. Seconded by Trustee Coleman. Trustee Gillis by affirmation moved to close the nominations for President. Trustee Gillis accepted the nomination. Ayes 6. Nays 0. Abstentions 0.

- Trustee Shipp nominated Trustee Coleman for the Office of Vice President. Seconded by Trustee Gillis. Trustee Gillis by affirmation moved to close the nominations for Vice President. Trustee Coleman accepted the nomination. Ayes 6. Nays 0. Abstentions 0.
- Trustee Gillis nominated Trustee Page for the Office of Secretary. Seconded by Trustee Coleman. Trustee Gillis by affirmation moved to close the nominations for Secretary. Trustee Page accepted the nomination. Ayes 6. Nays 0. Abstentions 0.
- Trustee Coleman nominated Trustee Shipp for the Office of Treasurer. Seconded by Trustee Moore. Trustee Gillis by affirmation moved to close the nominations for Treasurer. Trustee Shipp accepted the nomination. Ayes 6. Nays 0. Abstentions 0.
- Personnel Committee will consist of Trustees Page, Gillis and Powe. Trustee Page is the chairperson.
- Building and Grounds Committee will consist of Trustees Moore, Page, Coleman, and Gillis. Trustee Moore is the chairperson.
- Finance Committee will consist of Trustees Shipp, Gillis, and Moore. Trustee Shipp is the chairperson.

#### 8. Active Agenda

- Trustee Shipp made a motion to approve the disbursement of \$144,856.47 from April Operating Funds. Seconded by Trustee Moore. Roll call vote. Motion carried.
 

❖ Harold Gillis - yes	❖ Leana Page - yes
❖ Danita Powe – yes	❖ Milfred Moore - yes
❖ Beverly Coleman – yes	❖ Dwayne Shipp - yes
- Trustee Shipp made a motion seconded by Trustee Moore to approve the following transfers from the General fund in amounts up to:
  - \$400,000 to the Special Reserve Fund
  - \$45,000 to the IMRF Fund
  - \$50,000 to the Capital Improvement Fund
  - \$25,000 to the Liability Insurance Fund
  - \$10,000 to the Social Security Fund
 Roll call vote. Motion carried.
 

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

9. Correspondence

- Trustee Page passed the publicity folder around.

10. Open Items

- Trustee Shipp made a motion to remove from the table and approve Section 11.6.3: Social Media Use Policy for the Personnel Handbook. Seconded by Trustee Moore. Ayes 6. Nays 0. Motion carried.
- Trustee Moore made a motion to approve Resolution 050911-03, authorizing the sale of non-resident library cards as authorized by Illinois State statutes; and, by using the Tax Bill Method. Seconded by Trustee Shipp. Roll call vote. Motion carried.
  - ❖ Harold Gillis - yes
  - ❖ Danita Powe – yes
  - ❖ Beverly Coleman – yes
  - ❖ Leana Page - yes
  - ❖ Milfred Moore - yes
  - ❖ Dwayne Shipp - yes
- Trustee Coleman made a motion to approve the Library's Goals and Objectives for FY2011-2012. Seconded by Trustee Powe. After a discussion the Board voted. Ayes 6. Nays 0. Motion carried.

11. New Business

- Trustee Moore made a motion to approve the expenditure of \$4,500 to furnish and install a new smoke detector in the return air duct; along with required power and control wiring. Seconded by Trustee Moore. Roll call vote. Motion carried.
  - ❖ Harold Gillis - yes
  - ❖ Danita Powe – yes
  - ❖ Beverly Coleman – yes
  - ❖ Leana Page - yes
  - ❖ Milfred Moore - yes
  - ❖ Dwayne Shipp - yes
- Director Berggren reported on Illinois HB2823 and the potential effect it will have on public library boards and finances.
- Director Berggren reported on National Library Week, Snapshot Day, Community Appreciation Day, and amnesty day here at Matteson Public Library.
- Trustee Page made a motion to adjourn the meeting. Seconded by Trustee Powe. Ayes 6. Nays 0. Motion carried.

The meeting was adjourned at 8:10 pm.

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Approved, Leana Page Secretary

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Minutes Prepared by  
Lauretta Benford, Administrative Assistant