

**Matteson Public Library
Board of Trustees Meeting
October 11, 2010**

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 Bill Downs Head of Adult Services. Trustees Dorothy Sparks and Beverly Coleman were absent.

4. Consent Agenda

- Trustee Moore made a motion to accept the consent agenda with one amendment. Seconded by Trustee Page. Trustee Moore requested Anders Dahlgren's name be added to the Building and Grounds Committee's minutes of September 20th as an attendee. Ayes 5. Nays 0. Motion carried.

- Director Berggren indicated that the auditors, O'Neill and Gaspardo would not be present at this meeting but would be at the November meeting.

5. Bill Downs, Head of Adult Services

- Bill Downs reported on the adult reference department's procedures and progress.
 - o Circulation is up in all the different formats.
 - o The play-aways are circulating well.
 - o The digital audio book which is downloadable through the library web page is increasing.
 - o The e-readers have been a success.
 - o The web page redesign is a work in progress. Looking at forming a committee of staff personnel to get ideas for design.
 - o Smart card campaign is running from September through the end of October. To-date there has been more business participants this year than last.

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

- Director Berggren updated the Board on Bill Madsen's condition. It was determined by the Board that they would send a gift card to him.

- Trustee Page updated the Board on Trustee Sparks condition. She indicated that although Trustee Sparks was temporarily confined to a wheelchair, she was doing much better.
- Finance Committee meeting is scheduled for October 25th at 6:00 pm.
- Personnel Committee meeting is scheduled for October 18th at 5:30 pm.
- Trustee Moore briefed the Board on the multi-system merger; their plans and progress.
- Trustee Moore commented on his attendance at the ILA conference.

7. Active Agenda

- Trustee Shipp made a motion to approve the disbursement of \$198,503.83 for September from Operating Funds. Seconded by Trustee Moore. Roll call vote. Motion carried.
 - ❖ Danita Powe - yes
 - ❖ Milfred Moore – yes
 - ❖ Harold Gillis - yes
 - ❖ Leana Page - yes
 - ❖ Dwayne Shipp - yes
- Trustee Shipp made a motion to introduce and table the audit until the November meeting. Seconded by Trustee Moore. The Board members are requested to review the audit prior to the next meeting and to bring their copies with them. Ayes 5. Nays 0. Motion carried.

9. Correspondence

- Trustee Page read a letter from JoAnn Hunigan commending Administrative Assistant Benford on a job well done in assisting her and her organization with the meeting room.
- A thank you to Director Berggren and Trustee Moore from Vanessa Thomas of Greenwood Management Partners for having lunch with her and her associate to discuss the plans for the library.
- An email from Illinois Century Network informing us that they have authorized an increase in our existing bandwidth by 2 Mbps as a thank you for our continued support.

10. Open Items

- Trustee Moore asked the Board for feedback on the architect interviews, following discussion, PSA Dewberry BCA was chosen.

- On behalf of the Building and Grounds Committee, Trustee Moore made a motion authorizing Director Berggren to enter into negotiations with PSA Dewberry BCA. Seconded by Trustee Powe. Roll call vote. Motion carried.
 - ❖ Danita Powe - yes
 - ❖ Milfred Moore – yes
 - ❖ Harold Gillis - yes
 - ❖ Leana Page - yes
 - ❖ Dwayne Shipp - yes
- Trustee Moore made a motion to approve the previously requested updates and revisions to the by-laws. Seconded Trustee Shipp. Ayes 5. Nays 0. Motion carried.
- Director Berggren discussed further the 5-systems merger details.

11. New Business

- The Board will ask Heil & Heil Insurance to put a proposal together regarding either bond insurance for the bookkeeper or increasing our current employee dishonesty coverage.
 - o Trustee Moore left the meeting at 8:30 pm.
- Trustee Shipp made a motion to approve the Resolution Authorizing Intervention in Proceedings before the State of Illinois Property Tax Appeal Board as recommended by the attorneys. Seconded by Trustee Powe. Roll call vote. Motion carried.
 - ❖ Danita Powe - yes
 - ❖ Harold Gillis – yes
 - ❖ Leana Page - yes
 - ❖ Dwayne Shipp – yes
- Director Berggren informed the Board of the Village of Matteson’s plans for TIF 6 Redevelopment Project area. There will be a public hearing on November 15th to consider the approval of the proposed TIF 6 plan. Trustee Gillis will be sending a letter to the Village of Matteson regarding the library’s omission from the list of affected taxing bodies.
- Trustee Shipp made a motion to close the library on Friday December 10th for a staff work day. Seconded by Trustee Powe. Ayes 4. Nays 0. Motion carried.
- Trustee Shipp made a motion to introduce and table the tax levy request resolution. Seconded by Trustee Page. Ayes 4. Nays 0. Motion carried.
- Director Berggren reported that she has scheduled the department heads to participate in a HR training session here, to be conducted by the Management Association of Illinois.

- Current Technology's contract will expire effective November 1st.
- The library is purchasing a new name badge system for staff, contractors and volunteers. Along with this, the library is also purchasing time management software.

Trustee Page made a motion to adjourn the meeting at 9:08 pm. Seconded by Trustee Shipp. Ayes 4. Nays 0. Motion carried.

Approved, Leana Page Secretary

Minutes Prepared by
Lauretta Benford, Administrative Assistant