

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

The Annual Building Walk-thru commenced at 6:00 pm. Present were Trustees Leana Page, Beverly Coleman, and Danita Powe. Lisa Fasano Head Custodian and Kathy Berggren Library Director were also present.

1. Call to Order

The regular meeting of the Board of Trustees was called to order at 7:00 pm by President Harold Gillis.

2. Pledge of Allegiance

3. Roll Call

Present were Trustees Harold Gillis, Leana Page, Danita Powe, Milfred Moore, Dwayne Shipp, and Beverly Coleman. Also present were Director Kathy Berggren, Administrative Assistant Laretta Benford, and Lisa Fasano Head Custodian. Trustee Dorothy Sparks was absent.

4. Consent Agenda

- Trustee Gillis made a motion to approve the consent agenda after removal of Section A, Approval of the Agenda. Seconded by Trustee Coleman. Ayes 6. Nays 0. Motion carried.

5. Lisa Fasano, Head Custodian

- Lisa Fasano reported on the past year's maintenance issues.
  - o Exterior of the building was pressure washed.
  - o Concrete sidewalks were repaired.
  - o Parking lot was resealed and striped.
  - o Carpeting was cleaned.
  - o New outside garbage cans with the library logo on two sides were purchased.
- She took some electrical training for non-electricians where she received instruction on bringing our building's electrical system up to OSHA standards.
- The Board made a suggestion to add automatic lighting to inside rooms in the library

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

- Trustee Page indicated to the Board that the Personnel Committee had met and the minutes from that meeting were included in the Board packet. She also indicated that she was concerned about the lack of attendance.
- Trustee Gillis asked that the time of the Personnel meeting be changed to 6:00 pm in the future.
- Trustee Moore reported on the Building and Grounds Committee and recapped their meeting; the Committee reviewed the architects RFQs.

From the list of 12 architects, three have been chosen to be interviewed on September 20, 2010.

- A Building & Grounds meeting was scheduled for September 16, 2010 at 6:00 pm to finalize the questions that will be asked of the architects at the September 20<sup>th</sup> meeting. Board members are encouraged to participate in the interview process.

7. Items Removed from the Consent Agenda

- Trustee Moore made a motion to accept the agenda as modified to add an Executive Session at the end of New Business. Seconded by Trustee Page. Ayes 6. Nays 0. Motion carried.

8. Active Agenda

- Trustee Shipp made a motion to approve the disbursement of \$143,689.34 from August Operating Funds. Seconded by Trustee Moore. Roll call vote. Motion carried.
  - ❖ Danita Powe - yes
  - ❖ Milfred Moore – yes
  - ❖ Harold Gillis - yes
  - ❖ Leana Page - yes
  - ❖ Beverly Coleman – yes
  - ❖ Dwayne Shipp - yes
- The Finance Committee moved to retain Heil and Heil Insurance agents for the next three years. Roll call vote. Motion carried.
  - ❖ Danita Powe - yes
  - ❖ Milfred Moore – yes
  - ❖ Harold Gillis - yes
  - ❖ Leana Page - yes
  - ❖ Beverly Coleman – yes
  - ❖ Dwayne Shipp - yes
- Director Berggren updated the Board on the progress with transferring of bank accounts to Chase Bank.
  - Credit cards have been received
  - Accounts are set up and computer/logins have been set up
  - Funds will be ready to transfer by end of week

- Director Berggren reported on the estimates for a ceiling mounted projector to be installed in the meeting room. It has been decided to purchase from Heritage Technologies at a cost of \$4503 including installation.

#### 9. Correspondence

- Trustee Page read a letter from Betsy Rollings who was concerned that when the library is closed for reasons other than national holidays, there should be signage visible from the parking lot for the older and perhaps handicapped patrons who would not know the library was closed until they walked to the door.

#### 10. Open Items

- The Building and Grounds committee moved to invite PSA/Dewberry, Lohan Anderson, and Engberg-Anderson architectural firms to be interviewed by the Board on September 20, 2010. Seconded by Trustee Coleman. Ayes 6. Nay 0. Motion carried.
- The By-laws need to be updated to reflect changes in the law regarding the Freedom of Information Act and the Open Meetings Act. Trustee Moore made a motion to table the discussion on revising the By-laws and recommended updates until the next meeting. Second by Trustee Powe. Ayes 6. Nays 0. Motion carried.
- Director Berggren updated the Board on the 5-systems merger; Interlibrary Loan Delivery Options under discussion; and SWAN's new status.

#### 11. New Business

- Trustee Moore made a motion to purchase a new sump pump system with enhanced alarm connections at a cost of \$3700 for sump pumps, \$1,160 for enhanced alarm capabilities, and \$120 per year for additional alarm monitoring. Seconded by Trustee Coleman. Roll call vote. Motion carried.
 

❖ Danita Powe - yes	❖ Leana Page - yes
❖ Milfred Moore – yes	❖ Beverly Coleman – yes
❖ Harold Gillis - yes	❖ Dwayne Shipp - yes
- Trustee Page made a motion to install a drinking fountain downstairs at a cost of \$4200. Seconded by Trustee Shipp. Following a discussion, Trustee Gillis made a motion to table the discussion to install the drinking fountain. Seconded by Trustee Powe. Ayes 6. Nays 0. Motion carried.
- Trustee Moore made a motion to replace two existing exterior outlets and repair the main light located at the entrance of the library at a cost of \$2600. Seconded by Trustee Coleman. Roll call vote. Motion carried.

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

- Trustee Gillis made a motion to approve the revised and updated Technology Plan for inclusion in the Per Capita Grant application. Seconded by Trustee Shipp. Ayes 6. Nays 0. Motion carried.
- Trustee Moore made a motion to go into Executive Session under 2(C)1 of the Open Meetings Act with a possibility of reconvening. Seconded by Trustee Powe. Roll call. Motion carried.
  - ❖ Danita Powe - yes
  - ❖ Milfred Moore – yes
  - ❖ Harold Gillis - yes
  - ❖ Leana Page - yes
  - ❖ Beverly Coleman – yes
  - ❖ Dwayne Shipp - yes

The Board went into Executive Session at 8:55 pm. The Board adjourned for the evening at 9:17 pm as there was no need to reconvene.

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Approved, Leana Page Secretary

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Minutes Prepared by  
Lauretta Benford, Administrative Assistant