

**Matteson Public Library
Board of Trustees
July 18, 2011**

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, Michael Williams and Beverly Coleman. Also present were Director Kathy Berggren, Administrative Assistant Laretta Benford, Guy Blazak, of Heil & Heil Insurance, and Don Renner, Tax Attorney for Klein, Thorpe & Jenkins. Assistant Director Bill Madsen was absent. Trustees Milfred Moore and Dwayne Shipp arrived at 7:15 pm.

4. Consent Agenda

- Trustee Page made a motion to accept the consent agenda as presented. Seconded by Trustee Williams. Roll call vote. Motion carried.
 - ❖ Harold Gillis - yes
 - ❖ Danita Powe – yes
 - ❖ Beverly Coleman – yes
 - ❖ Leana Page - yes
 - ❖ Michael Williams - yes

5. Don Renner, Tax Attorney for Klein, Thorpe & Jenkins

- Attorney Renner explained to the Board the process for tax appeals.

6. Guy Blazak, Heil & Heil Insurance Agency

- Guy Blazak updated the Board on the current insurance coverage and estimated costs for next year.

7. Comment by Library Officials, Trustee Committee Oral Reports, and Setting Future Committee Meeting Dates

- Trustee Gillis reported on his attendance at the ALA Conference in New Orleans. He also thanked the Board for allowing him the opportunity to attend.
- Trustee Moore discussed the letter that was generated by Trustee Gillis and sent to the Village Trustees requesting that they include Matteson Public Library Trustees on their agenda July 25th to discuss the building plans to date.
 - Trustees Coleman and Gillis will meet on Friday July 22nd to plan the presentation they will be giving when they attend the Village's board meeting.

8. Active Agenda

- Trustee Shipp made a motion to approve the disbursement of \$167,495.18 from the Operating Fund for June. Seconded by Trustee Powe. Roll call vote. Motion carried.
 - ❖ Harold Gillis - yes
 - ❖ Danita Powe – yes
 - ❖ Dwayne Shipp – yes
 - ❖ Beverly Coleman - yes
 - ❖ Leana Page - yes
 - ❖ Michael Williams – yes
 - ❖ Milfred Moore – yes

9. Correspondence

- Trustee Page read a letter from the Matteson Public Library to the Village of Matteson Trustees requesting that MPL be put on the Village's agenda.
- A letter from Director Berggren to Brian Mitchell and the Village of Matteson thanking them for maintaining the library's grass over the years, but noting the library will be maintaining the grass going forward and assume the cost.
- An invitation from Director Berggren inviting the Board and their families to a staff appreciation picnic on August 14th.
- A thank you letter from Josephine Sepulveda thanking the Board for her pay increase.

The Publicity folder was passed around.

10. Open Items

- Director Berggren reported on the status of SWAN and RAILS as well as her attendance at the Library Management Institute.

11. New Business

- Trustee Moore made a motion to introduce and table until the next meeting, a revised version to Section 3.14 of the Board Policy Manual dealing with Public Participation and Comment at Board Meetings. Seconded by Trustee Page. Ayes 7. Nays 0. Motion carried.

Trustee Shipp made a motion to adjourn the meeting. Seconded by Trustee Coleman. Ayes 7. Nays 0. Motion carried.

The meeting was adjourned at 8:50 pm.

Approved, Leana Page Secretary

Minutes Prepared by
Lauretta Benford, Administrative Assistant