

**Matteson Public Library
Board of Trustees
April 11, 2011**

1. Call to Order

President Harold Gillis called the Board meeting to order at 7:13 pm.

2. Pledge of Allegiance

3. Roll Call

Present were Trustees Harold Gillis, Leana Page, Danita Powe, Milfred Moore and Beverly Coleman. Also present were Director Kathy Berggren, Assistant Director Bill Madsen, Administrative Assistant Laretta Benford, Michael Mackey from PSA Dewberry, Phyllis Davis Head of Circulation, and Komaa Mnyofu, a library patron. Absent were Trustees Dwayne Shipp and Dorothy Sparks.

4. Consent Agenda

- Trustee Moore made a motion to accept the consent agenda as presented. Seconded by Trustee Page. Ayes 5. Nays 0. Motion carried.

5. Michael Mackey, PSA Dewberry

- Michael Mackey of PSA Dewberry discussed the site feasibility study, the building project and the options that the library have. In his discussion he briefed the Board on:
 - o The property to the south of the library as being one whole plat.
 - o The discussion he had with the village planner indicated that there were five sites close to the village hall to be considered.
 - o From the five sites, he is willing to do a generic scenario for building, parking, etc. on the smallest of the five sites.

6. Comments from the Public

- Mr. Mnyofu was present to discuss a matter that occurred during a visit to the library with his children. He alleged that one of his children was being singled out for being under aged and unattended in the Youth Service Department.
 - o For the record, he has recommended that two staff members be terminated.
 - o He also commented on another incident that took place at the library and how similar the incidents were.
- It was determined that Director Berggren would take any necessary action on both incidents and report back to the Board. She will work with the Personnel Committee.
- She will invite the Police to the staff meeting to train the staff on the proper steps to take when faced with the aforementioned incidents.

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

- Director Berggren reported that she had met with Diamond Security Services to discuss providing security guards for the library.
 - o Working with Management Association to do a salary survey.
 - o Met with all the part-time staff to discuss benefits.
 - o The Board needs to look for people to be appointed to the Board to fill the vacancy.
- The Personnel Committee will meet on April 18th at 7:00 pm.
- Building and Grounds Committee will meet May 2nd at 6:00 pm.
- Prior to the May Board meeting, at 6:45 pm, newly elected Board members will be sworn in.
- Anders Dalhgren, the Building Planner and Michael Mackey of PSA Dewberry are scheduled to be at the May meeting.

8. Active Agenda

- Trustee Moore made a motion to approve the disbursement of \$208,859.14 from March Operating Funds. Seconded by Trustee Powe. Roll call vote. Motion carried.
 - ❖ Harold Gillis - yes
 - ❖ Danita Powe – yes
 - ❖ Beverly Coleman – yes
 - ❖ Leana Page - yes
 - ❖ Milfred Moore - yes
- Trustee Moore made a motion to remove from the table and approve the working budget for FY 2011-2012. Seconded by Trustee Page. Roll call vote. Motion carried.
 - ❖ Harold Gillis - yes
 - ❖ Danita Powe – yes
 - ❖ Beverly Coleman – yes
 - ❖ Leana Page - yes
 - ❖ Milfred Moore - yes

9. Correspondence

- Trustee Page read a note from Pam Grant complimenting Verdie Brown on a job well done.
- A thank you note from Kathleen McSwain, Chicago Ridge Public Library to Director Berggren expressing her gratitude for her hard work on the Director's Retreat.
- A letter from the Office of the Secretary of State, Jesse White, announcing the awarding of \$18,426.08 for the PY 2011-12 Per Capita Grant. This grant must be allocated and expended by June 30, 2012.

- The publicity folder was passed around.

10. Open Items

- Director Berggren handed out merger updates.
 - o Since the state library told the systems' merger board they cannot apply for continuing education, the Phoenix Group is negotiating for affordable continuing education options for the south suburbs.
 - o SWAN will be meeting on April 12, 2011.
 - o Director's retreat went very well.
- Trustee Moore commented that the new system was seeking nominations for the new Board. He would like to see some representation from our zone on the system Board.
- Director Berggren reminded the Board to get their Economic Statements in to Cook County before the deadline.
- Trustee Page made a motion to remove from the table and approve Section 10.11: General Leave of Absence policy for the Personnel Handbook. Seconded by Trustee Moore. Ayes 5. Nays 0. Motion carried.
- Trustee Page made a motion to approve the Library Director's Performance Evaluation. Seconded by Trustee Moore. Ayes 5. Nays 0. Motion carried.
- Trustee Page made a motion approve the Library Director's Goals and Objectives for FY2011-2012. Seconded by Trustee Moore. Ayes 5. Nays 0. Motion carried.
- Trustee Page commented that since the new evaluation form has been developed it is important to match the goals and objectives to the various categories on the evaluation form as the goals and objectives are being developed. The Personnel Committee will work together on completing this.
- Trustee Moore made a motion to table the discussion on the goals and objectives until the Personnel Committee can meet and go over them. Seconded by Trustee Coleman. Ayes 5. Nays 0. Motion carried.
- Trustee Moore made a motion to set the Director's salary at \$85,000 and 4 weeks' vacation time. Seconded by Trustee Page. Roll call vote. Motion carried.
 - ❖ Harold Gillis - yes
 - ❖ Danita Powe – yes
 - ❖ Beverly Coleman – yes
 - ❖ Leana Page - yes
 - ❖ Milfred Moore - yes

- Trustee Page made a motion to readdress and discuss a previously voted down motion to send the Board President to the ALA Annual Conference in New Orleans. Seconded by Trustee Coleman.
 - o During discussion, Trustee Gillis briefed the Board on what he would gain from attending the ALA Conference and what he would be able to bring back and share with the Board. Roll call vote. Motion carried.
 - ❖ Harold Gillis - yes
 - ❖ Danita Powe – yes
 - ❖ Beverly Coleman – yes
 - ❖ Leana Page - no
 - ❖ Milfred Moore - yes
- Director Berggren discussed the new revisions to the General Policy Manual. She indicated that a copy was emailed and it was the first draft. What are the next steps? An ad hoc committee has been requested specifically to work on this project.

11. New Business

- Trustee Moore made a motion to hire an outside consultant to work on a compensation plan. Seconded by Trustee Page. Roll care vote. Motion carried.
 - ❖ Harold Gillis - yes
 - ❖ Danita Powe – yes
 - ❖ Beverly Coleman – yes
 - ❖ Leana Page - yes
 - ❖ Milfred Moore - yes
- Trustee Coleman made a motion to introduce and table Section 11.6.3: Social Media Use Policy for the Personnel handbook. Seconded by Trustee Page. Ayes 5. Nays 0. Motion carried.
- Trustee Moore made a motion to adjourn the meeting. Seconded by Trustee Coleman. Ayes 5. Nays 0. Motion carried.

The meeting was adjourned at 9:05 pm.

Approved, Leana Page Secretary

Minutes Prepared by
Lauretta Benford, Administrative Assistant