

**Matteson Public Library
Board of Trustees
August 8, 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. Assistant Director Bill Madsen was absent. Trustees Milfred Moore and Dwayne Shipp were absent.

4. Consent Agenda

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

5. Director Berggren Update Report

- Director Berggren updated the Board on the progress SWAN and RAILS.
- The MPL staff in-service workshop
 - o Introduced new evacuation drill and disaster plan
 - o Security guards' gave a presentation on safety procedures
 - o OSHA hazardous material training
- Building walk through date and time in September

6. Active Agenda

- Trustee Page made a motion to approve the disbursement of \$171,673.20 from the Operating Fund for July. Seconded by Trustee Coleman. Roll call vote. Motion carried.
 - ❖ Harold Gillis - yes
 - ❖ Danita Powe – yes
 - ❖ Beverly Coleman - yes
 - ❖ Leana Page - yes
 - ❖ Michael Williams – yes

7. Correspondence

- Trustee Page read a letter from the Illinois State Treasurer, Dan Rutherford regarding the implications of the federal debt ceiling.

8. Open Items

- Trustee Williams made a motion to remove from the table and approve revisions to Section 3.14 of the Board Policy Manual dealing with Public Participation and Comments at Board meetings. Seconded by Trustee Powe. Ayes 5. Nays 0. Motion carried.
- After a discussion, Trustee Gillis made a motion to table the request to clarify the Board's position on what action to take on the tax appeals until further information can be gathered. Seconded by Trustee Williams. Ayes 5. Nays 0. Motion carried.
- A meeting with the Village's Finance and Administration Committee has been scheduled for August 23, 2011. The Village has requested that only two or three Board members be present at the meeting. A pre-planning meeting with the Board has been scheduled for August 17, 2011 to determine the format and contents of the presentation to the Village.
 - o It was decided that Trustees Gillis, Moore and Shipp along with Director Berggren would attend and present at the meeting with the Village.
- September 6th has been scheduled for the Trustee training for the Open Meetings Act certification if the calendar is free.

9. New Business

- Trustee Powe made a motion to honor the request to change the last paragraph of Section 7.3: Non exempt part-time employee vacation of the Personnel Handbook to read "...the preceding calendar year," rather than anniversary year. Seconded by Trustee Williams. Ayes 5. Nays 0. Motion carried.

Trustee Powe made a motion to adjourn the meeting. Seconded by Trustee Williams. Ayes 5. Nays 0. Motion carried.

The meeting was adjourned at 8:15 pm.

Approved, Leana Page Secretary

Minutes Prepared by
Lauretta Benford, Administrative Assistant