

**Matteson Public Library
Board of Trustees
June 13, 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, Milfred Moore, Dwayne Shipp, and Beverly Coleman. Also present were Director Kathy Berggren, Assistant Director Bill Madsen, new board member, Michael C. Williams, Jim Fessler, Attorney with Klein, Thorpe and Jenkins, Anders Dahlgren, Library Planning Associates, Inc., Michael Mackey from PSA Dewberry, Terry Johnson, a Matteson resident, and Administrative Assistant Laretta Benford. Trustee Danita Powe was absent.

4. Consent Agenda

- Trustee Shipp made a motion to accept the consent agenda as presented. Seconded by Trustee Moore. Roll call vote. Motion carried.
 - ❖ Harold Gillis - yes
 - ❖ Beverly Coleman – yes
 - ❖ Dwayne Shipp – yes
 - ❖ Leana Page - yes
 - ❖ Milfred Moore - yes

5. Trustee Nomination

Trustee Moore made a motion to nominate Michael C. Williams to fill the Board vacancy position. Seconded by Trustee Shipp. Ayes 5. Nays 0. Motion carried.

6. Swearing in of Trustee

Administrative Assistant Laretta Benford gave the oath of office to newly appointed Trustee Michael Williams.

7. Jim Fessler, Attorney for Klein, Thorpe and Jenkins

- Attorney Fessler gave a brief overview on anticipated changes to the law and its impact on the library.
 - o All Board and Committee meetings need to be approved within 30 days or by the next Board meeting.
 - o Approved minutes need to be posted on the web page within 10 days.

- Public comment is now required in the Open Meetings Act. Matteson Public Library has been offering this option for years. Attorney Fessler recommended revisions to MPL's Open Meetings Policy.
- Freedom of Information requests for personnel evaluations is prohibited.
- House Bill 177: Local Records Act states that paper copies of library registration records are not public records once they are transferred to secure electronic formats.
- House Bill 179: Omnibus Bill which includes a section on liability insurance as an alternative to bonding the board treasurer.
- Legislation that affects the Open Meetings Act: Amendment which authorizes closed sessions when the discussion involves internal control weaknesses or fraud risk area.
- As part of new legislation all Board Trustees will be required to take the Open Meetings Act training and become certified.
- Senate Bill 1306: Overpayment of property taxes. This creates a statute of limitations for people who want to challenge property tax overpayments.
- Senate Bill 1831: Amends the Open Meetings Act by adjusting requirements to the pension code.

8. Anders Dahlgren, Library Planning Associates, Inc.

- Anders Dahlgren discussed his work with the library staff and Director Berggren to detail and refine the space needs assessment study. The space needs assessment study defined the essential services and resource inventories that we want to provide for the community.

9. Michael Mackey, PSA Dewberry

- Michael Mackey discussed the various sites that he and Ryan Franklin, Matteson Village Planner reviewed. Their findings are as follows:
 - The Parks and Recreation site is not available
 - The old Target building; no information available from the realtor.
 - The existing site that the library now sits on.
 - A site south of Village Hall.
 - Two additional sites east of the Village Hall.

10. Opportunity for Public Comment

- Terry Johnson, a resident of Matteson, had some concerns regarding the theft of his daughter's library card and the liability that is associated with that card. Director Berggren made an appointment with him to discuss his concerns.

11. Correspondence

- Trustee Page read the following:
 - o A letter from Klein, Thorpe and Jenkins informing the Board that they will be lifting their rate freeze effective July 1, 2011 by \$5 per hour for legal services rendered.
 - o Letter from Matteson Public Library to Barbara Ellerson and LaTonia Stewart thanking them for their interest in filling the vacancy on the Board.
 - o Letter from Matteson Public Library to Michael Williams congratulating him on being selected to fill the Board of Trustees vacancy.
 - o Letter from Matteson Public Library to Mr. Komaa Mnyofu warning him that disregard for policy at the Matteson Public Library has consequences.
- Attorney Fessler briefed the Board on PTAB appeals from 2009. Klein, Thorpe and Jenkins strongly recommend that the library intervene in these matters. Attorney Fessler asked the Board if they would like for one of the other attorney's at the firm to intervene for the Board during the PTAB appeals. It was determined by the Board that they would continue to piggy back on the school's appeals.
- Publicity folder was passed around.

12. Comments by Library Officials, Trustee Committee Oral Reports, and setting future committee meeting dates

- Trustee Moore scheduled a Building and Grounds Committee meeting to discuss Architect's report and the Building plan for June 29, 2011 at 5:00 pm.
- Trustee Williams will be part of the Personnel Committee.

13. Active Agenda

- Trustee Shipp made a motion to approve the disbursement of \$152,370.97 from May Operating Funds. Seconded by Trustee Coleman. Roll call vote. Motion carried.
 - ❖ Harold Gillis - yes
 - ❖ Michael Williams – yes
 - ❖ Beverly Coleman – yes
 - ❖ Leana Page - yes
 - ❖ Milfred Moore - yes
 - ❖ Dwayne Shipp - yes

14. Open Items

- Director Berggren reported on the status of the new library system; RAILS (Reaching Across Illinois Library Systems) will be official as of July 1, 2011.

15. New Business

- Trustee Moore made a motion to adjust the Working Budget for the Materials Collection Expenses moving \$2,000 from Adult Fiction to Adult e-books. Seconded by Trustee Williams. Roll call vote. Motion carried.
 - ❖ Harold Gillis - yes
 - ❖ Beverly Coleman – yes
 - ❖ Michael Williams - yes
 - ❖ Leana Page - yes
 - ❖ Milfred Moore - yes
 - ❖ Dwayne Shipp – yes
- Trustee Moore made a motion to adjust the Working Budget by moving \$30,000 from the Contingency line item. \$15,000 will go to salaries; \$10,000 to hourly wages; and \$5,000 to Health Insurance. Seconded by Trustee Shipp. Roll call vote. Motion carried.
 - ❖ Harold Gillis - yes
 - ❖ Beverly Coleman – yes
 - ❖ Michael Williams - yes
 - ❖ Leana Page - yes
 - ❖ Milfred Moore - yes
 - ❖ Dwayne Shipp – yes
- Trustee Moore made a motion to allow the staff to dispose of any eligible records they deem necessary with prior Board approval. Seconded by Trustee Williams. Ayes 6. Nays 0. Motion carried.

Trustee Moore made a motion to adjourn the meeting. Seconded by Trustee Coleman. Ayes 6. Nays 0. Motion carried.

The meeting was adjourned at 9:20 pm.

Approved, Leana Page Secretary

Minutes Prepared by
Lauretta Benford, Administrative Assistant