

**Matteson Public Library
Board of Trustees
March 14, 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, Milfred Moore, and Dwayne Shipp. Also present were Director Kathy Berggren, Administrative Assistant Laretta Benford, and Assistant Director Bill Madsen. Trustees Dorothy Sparks, Beverly Coleman and Danita Powe were absent.
4. Consent Agenda
 - Trustee Page made a motion to accept the consent agenda. Seconded by Trustee Moore. Ayes 4. Nays 0. Motion carried.
5. Comments by Library Officials, Trustee Committee Oral Reports and Setting Future Committee Meeting Dates
 - No reports
6. Active Agenda
 - Trustee Shipp made a motion to approve \$79,387.49 for February Operating Funds. Seconded by Trustee Moore. Roll call vote. Motion carried.
 - ❖ Milfred Moore - yes
 - ❖ Harold Gillis – yes
 - ❖ Leana Page - yes
 - ❖ Dwayne Shipp – yes
 - Director Berggren reported that the discrepancy of \$85 from last month was due to a returned patron check, which has since been paid, and the bank fee.
7. Correspondence
 - Trustee Page read two suggestions obtained from the suggestion box. One requested new windows on the east wall of the library because the old ones are drafty, and a second that the pay phone should be accessible to other area codes rather than just 708.
 - A thank you letter from St. Paul Lutheran Pre-School commending Phyllis Davis and the Matteson Library for a job well done during a school visit.
 - An Illinois Library Trustee workshop is scheduled for Saturday March 26, 2011 in Springfield.

- The publicity folder was passed around.

8. Open Items

- Director Berggren reported that four Trustees would be attending the LACONI Banquet; Trustees Danita Powe, Harold Gillis, Beverly Coleman and Milfred Moore. Transportation will be provided and will pick up at the library at 4:45 pm. Trustee Shipp inquired about signing up.
 - o She indicated that there was nothing new to report from the Systems' or the Merger Team.
 - o The Director's Retreat will be the last weekend in March. \$5,000 has been donated so far and about 30 Directors have signed up to go.
- Trustee Moore made a motion to approve and sign the contract with PSA Dewberry BCA to conduct a feasibility study on a larger facility. Seconded by Trustee Page. Roll call vote. Motion carried.
 - ❖ Milfred Moore - yes
 - ❖ Harold Gillis – yes
 - ❖ Leana Page - yes
 - ❖ Dwayne Shipp – yes
- Director Berggren reported on the requested meeting with the Village Trustees. After sending several emails and requesting a meeting for March 9th and not getting a response, Director Berggren asked the Board what the next steps should be. Trustee Moore indicated he had spoken to Trustee Little, who indicated the Village Board would not be able to meet until the end of April, 2011.
- Director Berggren reported that the Building Planner planned three meetings. He has met with the Department Heads and wants to meet with the Board. Director Berggren suggested May 24th prior to the Annual Board meeting might be a possibility.
- Trustee Shipp made a motion to remove from the table and discuss the possibility of sending the Board President to the ALA conference in New Orleans. Seconded by Trustee Moore. Ayes 4. Nays 0. Motion carried.

After a discussion, Trustee Moore made a motion to allow one or all seven of the Trustees to attend the ALA conference. He stated that Board policy dictated that although the President had additional responsibilities, he does not get additional privileges. The motion was not seconded.

Trustee Gillis called for the vote on the motion to send the Board President to the ALA Conference. Roll call vote. Motion denied.

- ❖ Milfred Moore - no
- ❖ Harold Gillis – yes
- ❖ Leana Page - no
- ❖ Dwayne Shipp – no

9. New Business

- Trustee Shipp made a motion to introduce and table until the March 28th Budget Hearing the proposed FY2011-2012 Working Budget. Seconded by Trustee Page. Ayes 4. Nays 0. Motion carried.

- Trustee Page made a motion to introduce and table Section 10.11: General Leave of Absence policy for the Personnel Handbook. Seconded by Trustee Moore. Ayes 4. Nays 0. Motion carried

- Trustee Moore made a motion to go into closed session under Section 2 (c) (1) of the Open Meetings Act for the purpose of staff performance evaluation with no need to reconvene. Seconded by Trustee Shipp. Roll call vote. Motion carried.
 - ❖ Milfred Moore - yes
 - ❖ Harold Gillis – yes
 - ❖ Leana Page - yes
 - ❖ Dwayne Shipp – yes

The regular meeting was adjourned at 8:20 pm. The Board adjourned for the night at 10:12 pm.

Approved, Leana Page Secretary

Minutes Prepared by
Lauretta Benford, Administrative Assistant