

**Matteson Public Library  
Board of Trustees  
October 10, 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 C. Williams, Milfred Moore, Beverly Coleman, Dwayne Shipp. Also present were Director Kathy Berggren, Administrative Assistant Laretta Benford, Renee Navarre, Head of Circulation, and Mr. & Mrs. Raymond Woods Sr., Matteson residents and library patrons. Nathan Pasbrig, Auditor from O'Neill and Gaspardo.

4. Consent Agenda

- Trustee Moore made a motion to accept the consent agenda as presented. Seconded by Trustee Page. Roll call vote. Motion carried.
    - ❖ Harold Gillis - yes
    - ❖ Danita Powe – yes
    - ❖ Beverly Coleman – yes
    - ❖ Leana Page - yes
    - ❖ Michael Williams - yes
    - ❖ Milfred Moore – yes
- Dwayne Shipp was out of the room during the voting of the consent agenda.

Nathan Pasbrig, Auditor, O'Neill and Gaspardo

- Pasbrig reported on the audit for FY2010-2011.

5. Mr. & Mrs. Raymond Woods Sr., Library Patrons

- Mr. & Mrs. Woods were present to discuss the Board's decision regarding the dispute over books that were allegedly returned to Matteson Public Library via the book drop but never received by library personnel.
- A letter was presented to the Board from the Woods' documenting their account of the events that lead up to the missing books.
- A report was presented by Director Berggren and Renee Navarre outlining their account of the events from the library's viewpoint.
- Following a discussion, the Board determined they would need more time to discuss the issues and to resolve it. The Woods' were told they would have a decision via mail within a two week period.

6. Renee Navarre, Head of Circulation

- Navarre reported on the Circulation department, the circulation staff, and changes being implemented in the last year.

7. Response to Mr. & Mrs. Woods

- Trustee Moore made a motion to adjust the agenda to discuss the Woods' issue and to clarify the library policy for the book drop. Seconded by Trustee Powe. Ayes 7. Nays 0. Motion carried.
- Trustee Williams called for a motion to go into closed session to discuss the issues. Seconded by Trustee Powe. Ayes 7. Nays 0. Motion carried.
- The Board went into closed session under 2 (c) 1 of the Open Meetings Act.
- The Board reconvened at 8:31 pm.
- Trustee Moore made a motion to proceed with the library procedures and stand by the billing of the Woods' for the lost books. A letter will be generated by the Board President, Harold Gillis, informing them of the Board's decision. Seconded by Trustee Williams. Ayes 7. Nays 0. Motion carried.

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

- Trustee Moore set a Building & Grounds Committee meeting for October 24<sup>th</sup> at 6:30 pm, which will be combined with the Finance Committee meeting.
- Trustee Moore commented that the community survey was complete. Director Berggren asked if anyone had any changes they'd like to implement. After a brief discussion, minor changes were made to the survey.
- Trustees Moore and Powe along with Director Berggren and Administrative Assistant Benford attended the grand opening of Ross Dress for Less and were presented with a check for \$1,000.

9. Director Updates

- Director Berggren informed the Board that she spoke to Calvin Jordan's office at Rich Township regarding the absence of the library sign on 207<sup>th</sup> and Crawford. They indicated they were not responsible for the sign and that the Village of Matteson would be. She will continue to work on it.
- The Village Administrator acknowledged receipt of our request for parking restrictions on School Avenue.

- She talked to the roofers about the window on the southeast end of the library and was told the window is not shifting. Action Caulking will take a look at the window to determine next steps.
- Met with Brian Mitchell from the Village of Matteson.
- Informed the Board that the second class of the Management Association met here and was well received. Additionally, Dominican University held the first of a series of workshops here.

#### 10. Active Agenda

- Trustee Shipp made a motion to approve the disbursement of \$155,069.42 from the Operating Fund for September. Seconded by Trustee Moore. Roll call vote, Motion carried.
  - ❖ Harold Gillis - yes
  - ❖ Danita Powe – yes
  - ❖ Beverly Coleman – yes
  - ❖ Dewayne Shipp - yes
  - ❖ Leana Page - yes
  - ❖ Michael Williams – yes
  - ❖ Milfred Moore - yes

#### 11. Correspondence

- Trustee Page noted a letter written by Director Berggren to Brian Mitchell discussing the parking situation on School Avenue.
- Article in Southland News discussing Matteson Public Library and the STEM Science Club.
- A question on the letter from Cook County concerning Debt Disclosure was asked by Trustee Powe.

#### 12. Open Items

- Trustee Moore made a motion to open previously closed minutes for March 14, 2011. Seconded by Trustee Powe. Ayes 7. Nays 0. Motion carried.
- Trustee Moore made a motion to approve the survey intended for distribution in November. Seconded by Trustee Coleman. Ayes 7. Nays 0. Motion carried.

#### 13. New Business

- Trustee Shipp made a motion to approve the audit report for FY2010-2011. Seconded by Trustee Powe. Roll call vote. Motion carried.
  - ❖ Harold Gillis - yes
  - ❖ Danita Powe – yes
  - ❖ Beverly Coleman – yes
  - ❖ Dewayne Shipp - yes
  - ❖ Leana Page - yes
  - ❖ Michael Williams – yes
  - ❖ Milfred Moore - yes

- Trustee Shipp made a motion to introduce and table the Anti-bullying policy to become Section 12.8 of the Personnel Handbook. Seconded by Trustee Page. Ayes 7. Nays 0. Motion carried.
- Trustee Shipp made a motion to introduce and table the Budget and Appropriations/Tax Levy request for FY2012-13. Seconded by Trustee Coleman. Ayes 7. Nays 0. Motion carried.
- It was determined to 'leave well enough alone' regarding setting a participant priority list when registering individuals for MPL programs.

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

The meeting was adjourned at 9:30.

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Approved, Leana Page Secretary

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Minutes Prepared by  
Lauretta Benford, Administrative Assistant