

**Matteson Public Library  
Board of Trustees  
January 10, 2011**

1. Call to Order

President Harold Gillis called the Board meeting to order at 7:05 pm.

2. Pledge of Allegiance

3. Roll Call

Present were Trustees Harold Gillis, Leana Page, Danita Powe, and Dwayne Shipp. Also present were Director Kathy Berggren, Administrative Assistant Laretta Benford, Assistant Director Bill Madsen, and Andy Murgas, Head of Computer Services. Trustee Dorothy Sparks was absent. Trustee Beverly Coleman was present via telephone. Trustee Moore arrived at 8:05 pm.

4. Consent Agenda

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

5. Andy Murgas, Head of Computer Services

- Andy Murgas reported on the developments in his department and his direction for the future.
  - o Anti-virus upgrade and anti-spybot software were installed
  - o Cleaned up computer hard drives
  - o New time clock system in place
  - o New projector system in place in meeting room
  - o Purchased new printer for youth services
  - o Future projects to include: PC reservation software, circulation desk self checkout stations, vending machine for youth services, network scanner, wireless microphone system, and summer reading calendar software.

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

- Trustee Page inquired whether the Board was having the Strategic Planning meeting on January 31, 2011 at 6:00 pm and if all the Board members are expected to be present. Director Berggren commented that the Board By-Laws stated that the Strategic Plan had to be reviewed every February.
- The Finance Committee meeting will be February 7<sup>th</sup> at 6:00 pm to discuss and review the working budget draft for FY 2011-2012.

- Trustee Gillis welcomed Trustee Shipp back who had been absent due to a death in his family.

#### 7. Active Agenda

- Trustee Shipp made a motion to approve \$135,734.24 for December Operating Funds. Seconded by Trustee Powe. Roll call vote. Motion carried.
  - ❖ Danita Powe - yes
  - ❖ Harold Gillis – yes
  - ❖ Beverly Coleman – yes (via telephone)
  - ❖ Leana Page - yes
  - ❖ Dwayne Shipp – yes

#### 8. Correspondence

- Trustee Page read a note from Klein, Thorpe and Jenkins welcoming two new partners to the firm.

#### 9. Open Items

- Director Berggren reported on the system update.
  - All five systems will vote at their January meeting to suspend all operations effective July 1<sup>st</sup> and merge with four other systems.
  - February a new transition team will be chosen.
  - July 1<sup>st</sup> there should be an elected Board in place.
  - Three Committees were set up:
    - Work on the future of Illinois libraries.
    - Communications.
    - Operations, services and facilities.
- The Board asked Director Berggren to email the Merger Design website address to them.
- Director Berggren reported that a retreat for library directors is in the works for the weekend of March 25<sup>th</sup>. More details forthcoming.
- Trustee Shipp made a motion to allow the library to dispose of computer monitors that no longer work. Seconded by Trustee Powe. Ayes 5. Nays 0. Motion carried.
- Director Berggren reminded the Board of the Laconi Annual Trustee Banquet and the earlier date. If any Trustees will be attending, please fill out the form that was included in your packet last month. Reservations need to be made by April 1<sup>st</sup>.
- Trustee Powe made a motion to approve the adoption of the revised Personnel Handbook effective February 1, 2011. Seconded by Trustee Page. Ayes 5. Nays 0. Motion carried.

- Director Berggren has reached out to the Village of Matteson trying to secure a mutual meeting time. To date, she has not received a reply from the Village. It was recommended by the Board that another attempt be made at setting up a meeting.

(Trustee Moore arrived at 8:05 pm).

- After a discussion, Trustee Powe made a motion to allow Director Berggren to meet informally with construction management companies. Seconded by Trustee Moore. Ayes 3. Nays 2. Abstain 1. Motion carried.
- Building and Grounds Committee will set a meeting date to meet and develop a process on how to handle contractors. Trustees Moore, Gillis, Page, Coleman and Powe are to be included.
- Director Berggren informed the Board that there will be three seats up for election on the April ballot. Two candidates have filed petitions; one for a six year term and one for a two year term.
- Trustee Moore reported that the MLS Board had passed a resolution to dissolve and merge. The vote was 5 Ayes, 2 Nays, and 4 Abstained. Outsourcing delivery is to be an action item on the next MLS Board meeting agenda.
- No decision would be made regarding the contract with PSA Dewberry until after we hear from the lawyer, who will be in attendance at the February Board meeting.

#### 10. New Business

- Public Act 96-1473 regarding changes to the Open Meetings Act, effective January 1, 2011.
  - o Director Berggren reviewed the Board's policy as it exists and has samples from other agencies. Effective January 1<sup>st</sup> the public libraries are supposed to have a written policy stating that any person will have the opportunity to address the public official under the rule established and recorded by the public body. Director Berggren felt the Board's current Policy Manual already covered the new requirements.
  - o Other changes that were made under the Open Meetings Act include lengthening the time for meeting minutes to be posted from seven to ten days after they have been approved.

Trustee Page made a motion to adjourn the meeting at 8:55 pm. Seconded by Trustee Powe. Ayes 5 (Trustee Coleman's call dropped). Nays 0. Motion carried.

\_\_\_\_\_  
Approved, Leana Page Secretary

\_\_\_\_\_  
Minutes Prepared by  
Lauretta Benford, Administrative Assistant