

**Matteson Public Library
Board of Trustees Meeting
January 11, 2010**

1. Call to Order

President Milfred Moore called the meeting to order at 7:07 pm.

2. Pledge of Allegiance

3. Roll Call

Present were Trustees Milfred Moore, Leana Page, Danita Powe and Dwayne Shipp, Director Kathy Berggren, Assistant Director Bill Madsen, and Administrative Assistant Laretta Benford. Trustee Beverly Coleman was present via conference call. Trustee Dorothy Sparks was absent. Trustee Harold Gillis arrived at 7:10 pm.

4. Consent Agenda

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

5. Active Agenda

- Trustee Shipp made a motion to approve the disbursements of \$112,031.01. Seconded by Trustee Powe. Roll call vote. Motion carried.
 - ❖ Danita Powe - yes
 - ❖ Milfred Moore – yes
 - ❖ Dwayne Shipp - yes
 - ❖ Leana Page - yes
 - ❖ Beverly Coleman – abstain
 - ❖ Harold Gillis - present
- Trustee Moore commented on the state of finances of the Metropolitan Library System and the impact it is having. He indicated that:
 - All non-essential items have been minimized.
 - The system is operating in emergency mode.
 - Funding for the system is forthcoming; but no one knows exactly when it will arrive.
 - He does not see any changes for the system in the future.
 - SWAN will still be in place.
 - A contingency plan is being looked into by the Administrators.
 - No grants will be disbursed this year.

6. Correspondence

Trustee Page read the following:

- A letter from the Association of Library Trustees, Advocates, Friends and Foundations seeking new membership to the organization. Applications and literature was distributed to all Trustees.

- Publicity file was passed around.

7. Open Items

- Trustees Powe and Gillis met with the event planners from Holiday Inn to discuss a possible date of May 8, 2010 for the spring dinner dance. Additionally, Trustee Powe reported on the ticket price, the dinner menu, deposit and other pertinent information. A January 20, 2010 meeting date has been set for the Event Planning Committee at 5:00 pm.

- Director Berggren reported that she has secured a facilitator for the February 20, 2010 Strategic Plan Workshop. A discussion ensued as to where the meeting would be held and at what cost. Several places were suggested.
 - Trustee Moore suggested the Village of Matteson or Parks and Recreation. Director Berggren will look into the alternate places.

 - The agenda was discussed and concluded that it should be consistent with the timeline.

 - Trustee Coleman asked, what are the goals and expectations in completing the timeline. What is the measure of success for each goal in the timeline, and what are the alternate plans if the goals are not obtainable.

- Trustee Powe made a motion to remove from the table and approve the modified Personal Leave Policy. Seconded by Trustee Gillis. Ayes 6. Nays 0. Motion carried.

8. New Business for Future Action

- Director Berggren reported that due to the layoffs at the Village of Matteson and being notified at the last minute that Matteson Public Library would be last to get our parking lot plowed after a snow fall, she was forced to close the library for a day and hire someone to plow and salt the lot.

- The Matteson Public Library Youth Services Department will participate in the Village's Martin Luther King Jr. Day celebration at Believers Church in Matteson.

- It was determined if a patron concluded they did not want a photo ID taken for their library record they could opt out; staff will note it in a note field.

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

The Board adjourned for the evening at 8:48 pm.

Approved, Leana Page Secretary

Minutes Prepared by
Lauretta Benford, Administrative Assistant