

MINUTES
ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
April 12, 2016

- PAR. 1 The regular monthly meeting of the ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES was called to order at 7:33 pm by President McKendree. Roll was called. Present were Trustees Buergel, Ceretto, Dujsik, Engelbrecht, Schneider, Olson and President McKendree. A quorum was present. Ms. Cottonaro, Director; Ms. Regan, Business Manager; Ms. Pajor, Adult Services Manager; Ms. Sandra Leyva, Patron Services Manager; Ms. Susana Leyva, Technical Services Manager. Mr. Poremba and Mr. Hoge, public were in attendance.
- PAR. 2 The Pledge of Allegiance was recited.
- PAR. 3 **MINUTES:** The minutes of the March 8, 2016 regular board meeting were presented for disposition.
- PAR. 4 Motion made by Trustee Ceretto, seconded by Trustee Buergel, to approve the minutes of March 8, 2016, as presented. Motion carried by voice vote 7 – 0.
- PAR. 5 **ATTORNEY’S REPORT:** Director Cottonaro informed the board that she had received notice from the library’s attorney regarding an Illinois State Attorney General LCD Settlement, upon direction from the board, the library submitted a claim.
- PAR. 6 **OFFICERS’ REPORTS:**
- PAR. 7 **PRESIDENT’S REPORT:** President McKendree commended the youth department on their recent programs, the Mini Maker Faire and the Wizard of Oz Sing-a-long. She encouraged all trustees to follow and like the library’s Facebook page.
- PAR. 8 **VICE PRESIDENT:** No Report.
- PAR. 9 **SECRETARY:** No Report.
- PAR. 10 **TREASURER:** The Treasurer’s Report dated March 2016 was presented for approval.
- PAR. 11 Motion made by Trustee Dujsik, seconded by Trustee Buergel, to place on file the Treasurer’s Report dated March 2016, as presented. Motion carried by voice vote 7 – 0.
- PAR. 12 **FINANCE:** A list of bills dated April 12, 2016 was presented for payment.
- PAR. 13 President McKendree instructed Director Cottonaro to supply the board with two estimates for all building repairs and purchases moving forward.

- PAR. 14 Motion made by Trustee Ceretto, seconded by Trustees Buergel, to approve the payment of the April 12, 2016 invoices in the amount of \$190,746.45, as presented. Roll #1 was called. Voting was 'Aye' by Trustee Buergel, Ceretto, Dujsik, Olson, Schneider, and President McKendree. 'Nay' by Trustee Engelbrecht. Motion carried. 6 – 1.
- PAR. 15 Scheduling of the Preliminary Budget Planning Meeting for fiscal year 2016 - 2017 was set for April 27, 2016 at 1:30 pm. Ms. Regan will mail reminders to all board trustees.
- PAR. 16 **BUILDING & GROUNDS:** Director Cottonaro reported that she is still waiting for a
** proposal from C.J. Erikson regarding the repairs to the ejector pump.
- PAR. 17 President McKendree stated that if the proposal comes in at \$5,000.00 or more, the board
** will require a second estimate.
- PAR. 18 **POLICY:** No Report.
- PAR. 19 **BY-LAWS:** No Report.
- PAR. 20 **PUBLIC RELATIONS:** Trustee Ceretto asked Ms. Pajor when the adult service's tri-fold for programs was distributed, indicating that she just received the tri-fold and noticed a program for March 22, 2016 that she would have liked to attend.
- PAR. 21 Ms. Pajor replied that the program brochure is usually distributed at the same time the newsletter goes out.
- PAR. 22 Trustee Ceretto would like Ms. Pajor to make sure going forward that the program brochure is printed and available to the public well in advance of all programs.
- PAR. 23 **PERSONNEL:** The minutes of the March 15, 2016 Personnel Committee meeting were presented for disposition.
- PAR. 24 Motion made by Trustee Dujsik, seconded by Trustee Buergel, to approve the minutes of the March 15, 2016 Personnel Committee meeting, as presented. Motion carried by voice vote 7 – 0.
- PAR. 25 Trustee Dujsik reported that an evaluation form for the director was supplied to all trustees in their April board packet. He asked all trustees to fill out the form, circling ratings, entering their own comments and setting goals for the next fiscal year.
- PAR. 26 He went on to ask all trustees to return the completed forms to him by April 27, 2016.
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- PAR. 27 President McKendree asked if trustees could receive an electronic copy of the evaluation form.
- PAR. 28 Trustee Dujsik stated yes and that he will forward the electronic form to all trustees.

- PAR. 29 **TRUSTEE EDUCATION:** Director Cottonaro announced and invited all trustees to attend the upcoming Area Training for Librarians and Staff (ATLAS) will be hosting the Annual Trustee Workshop on May 15, 2016. She reported the program will focus on FOIA, OMA, and the Patriot Act with Greg Smith, Attorney KTJ.
- PAR. 30 Trustee Engelbrecht said he would like to attend and for Director Cottonaro to send
** him the details.
- PAR. 31 **INSURANCE:** No Report.
- PAR. 32 **AD HOC COMMITTEE REPORTS:**
- PAR. 33 **HISTORY COMMITTEE:** No Report.
- PAR. 34 **LIBRARY DIRECTOR'S REPORT:** Director Cottonaro presented her report, of which most items had been previously discussed.
- PAR. 35 Director Cottonaro reported that she again followed up with Moran Electrical regarding
** the lighting issues and is still waiting for a response.
- PAR. 36 Director Cottonaro reported that our regular HVAC service person has been replaced.
- PAR. 37 She also reported that one of the two unfilled part-time youth services positions has been filled by Mr. Pierre Johnson and that Ms. Malysa is currently interviewing for the second position.
- PAR. 38 Director Cottonaro also announced that Ms. Erin Lyons has been promoted from Page to Clerk, filling an open position in Patron Services. She went on to report that Patron Services Manager, Ms. Sandra Leyva will be interviewing to fill the page position.
- PAR. 39 President McKendree asked about the adult service employee traveling to Washington, D.C.
- PAR. 40 Director Cottonaro replied that she gave her ok for the employee to attend the conference. Ms. Pajor also reported that part of the trip had been subsidized by the American Library Association.
- PAR. 41 President McKendree reminded Director Cottonaro and Ms. Pajor that all conference travel should be come before the board.
- PAR. 42 **UNFINISHED BUSINESS:** Trustee Dujsik asked for the approval of revisions to six library job descriptions per the Personnel Committee's recommendation.
- PAR. 43 Motion made by Trustee Dujsik, seconded by Trustee Ceretto, to approve the revised job description for Librarian, as presented. Roll #2 was called. Voting was 'Aye' by Trustee Buerger, Ceretto, Dujsik, Engelbrecht, Schneider, and President McKendree. No 'Nays'. Motion carried 7 – 0.

- PAR. 44 Motion made by Trustee Dujsik, seconded by Trustee Ceretto, to approve the revised job description for Library Associate, as corrected. Roll #3 was called. Voting was ‘Aye’ by Trustee Buergel, Ceretto, Dujsik, Engelbrecht, Schneider, and President McKendree. No ‘Nays’. Motion carried 7 – 0.
- PAR. 45 Motion made by Trustee Dujsik, seconded by Trustee Ceretto, to approve the revised job description for Technical Services Clerk, as corrected. Roll #4 was called. Voting was ‘Aye’ by Trustee Buergel, Ceretto, Dujsik, Engelbrecht, Schneider, and President McKendree. No ‘Nays’. Motion carried 7 – 0.
- PAR. 46 Motion made by Trustee Dujsik, seconded by Trustee Ceretto, to approve the revised job description for Patron Services Clerk, as presented. Roll #5 was called. Voting was ‘Aye’ by Trustee Buergel, Ceretto, Dujsik, Engelbrecht, Schneider, and President McKendree. No ‘Nays’. Motion carried 7 – 0.
- PAR. 47 Motion made by Trustee Dujsik, seconded by Trustee Ceretto, to approve the revised job description for Maintenance Mechanic, as presented. Roll #6 was called. Voting was ‘Aye’ by Trustee Buergel, Ceretto, Dujsik, Engelbrecht, Schneider, and President McKendree. No ‘Nays’. Motion carried 7 – 0.
- PAR. 48 Motion made by Trustee Dujsik, seconded by Trustee Ceretto, to approve the revised job description for Page, as presented. Roll #7 was called. Voting was ‘Aye’ by Trustee Buergel, Ceretto, Dujsik, Engelbrecht, Schneider, and President McKendree. No ‘Nays’. Motion carried 7 – 0.
- PAR. 49 Director Cottonaro asked for a discussion of Strategic Plan Facilitator options.
- PAR. 50 President McKendree asked Ms. Regan to supply hard copies to all trustees of examples for strategic planning and library surveys.
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- PAR. 51 **NEW BUSINESS:** Director Cottonaro presented a request for tuition reimbursement for Ms. Susana Leyva.
- PAR. 52 Motion made by President McKendree, seconded by Trustee Schneider, to approve the tuition reimbursement to Ms. Susana Leyva in the amount of \$2,804.57, as presented. Roll #8 was called. Voting was ‘Aye’ by Trustee Buergel, Ceretto, Dujsik, Engelbrecht, Schneider, and President McKendree. No ‘Nays’. Motion carried 7 – 0.
- PAR. 53 **PUBLIC DISCUSSION:** No Report.
- PAR. 54 Motion made by Trustee Ceretto, seconded by Trustee Engelbrecht, to move to executive session at 9:04 pm in compliance with the Illinois Open Meetings Act, 5 ILCS 120/2 to discuss a personnel special need request. Motion carried by voice vote.
- PAR. 55 President McKendree moved to adjourn the executive session at 9:06 pm and called the regular board meeting to order. All trustees were present.

- PAR. 56 Motion made by President McKendree, seconded by Trustee Ceretto, to grant Ms. Kelly Carrillo her request for a special leave. Roll #9 was called. Voting was 'Aye' by Trustee Buergel, Ceretto, Dujsik, Engelbrecht, Schneider, and President McKendree. No 'Nays'. Motion carried 7 – 0.
- PAR. 57 Motion made by Trustee Ceretto, seconded by Trustee Buergel, to adjourn the meeting at 9:07 pm. Motion carried by voice vote 7 - 0.

MARY JANE SCHNEIDER, SECRETARY

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APPROVED-AMENDED_____ DATE_____

/car ** Denotes follow-up required