

MINUTES
ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
September 13, 2016

- PAR. 1 The regular monthly meeting of the ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES was called to order at 7:00 pm by President McKendree. Roll was called. Present were Trustees Ceretto, Engelbrecht, Dujsik, Olson, Schneider, and President McKendree. Absent was Trustee Buergel. A quorum was present. Ms. Regan, Business Manager; Ms. Pajor, Adult Services Manager; Mr. Poremba, Ms. Daddona, and Mr. Zielinski, public were also in attendance.
- PAR. 2 The Pledge of Allegiance was recited.
- PAR. 3 **MINUTES:** The minutes of the August 9, 2016 regular board meeting were presented for disposition.
- PAR. 4 Motion made by Trustee Ceretto, seconded by Trustee Olson, to approve the minutes of August 9, 2016, as amended. Paragraph 5 should read, ...approve the minutes of **July 12, 2016**... Motion carried by voice vote 6 – 0.
- PAR. 5 The executive minutes dated July 12, 2016 were presented for disposition.
- PAR. 6 Motion made by Trustee Dujsik, seconded by Trustee Ceretto, to place on file the minutes of the executive minutes dated July 12, 2016, as presented. Motion carried by voice vote 6 – 0.
- PAR. 7 Trustee Dujsik reminded the board that there are still 5 to 6 more executive meeting
** minutes that still need to be created and approved.
- PAR. 8 Trustee Buergel arrived at 7:04 pm.
- PAR. 9 **ATTORNEY’S REPORT:** Ordinance 16-9-3, An Ordinance Providing for a Budget and Appropriations for the Fiscal Year Beginning On July 1, 2016 and Ending on June 30, 2017 for the Alsip-Merrionette Park Public Library District was presented for approval.
- PAR. 10 Motion made by Trustee Ceretto, seconded by Trustee Olson, to approve Ordinance 16-9-3, An Ordinance Providing for a Budget and Appropriations for the Fiscal Year Beginning On July 1, 2016 and Ending on June 30, 2017 for the Alsip-Merrionette Park Public Library District, as presented. Roll #1 was called. Voting was ‘Aye’ by Trustees Buergel, Ceretto, Dujsik, Engelbrecht, Olson, Schneider and President McKendree. No ‘Nays’. Motion carried 7 – 0.
- PAR. 11 President McKendree asked Ms. Regan to provide Trustee Buergel, Dujsik and Engelbrecht with election packets.

- PAR. 12 **OFFICERS' REPORTS:**
- PAR. 13 **PRESIDENT'S REPORT:** President McKendree commented on the newly paved parking lot and said it looks wonderful.
- PAR. 14 Trustee Engelbrecht and President McKendree stated that they would like to see all library department managers attending all board meetings. President McKendree went on to say that she would like to see it in the by-laws.
- PAR. 15 **VICE PRESIDENT:** No Report.
- PAR. 16 **SECRETARY:** Trustee Schneider presented a letter from Alsip Police Chief Radz and Officer Rocco Merio thanking the library for their donation to Alsip's National Night Out event and appreciates our support.
- PAR. 17 She also presented a thank you letter from the Worth Township Youth Commission thanking the library for collecting school supply donations for their 'Apple Tree' program and stated they would not be as successful without the library's help.
- PAR. 18 **TREASURER:** The Treasurer's Report dated August 2016 was presented for approval.
- PAR. 19 Motion made by Trustee Dujsik, seconded by Trustees Buergel, to place on file the Treasurer's Report dated August 2016, as presented. Motion carried by voice vote 7 – 0.
- PAR. 20 **FINANCE:** A list of bills dated September 13, 2016 was presented for payment.
- PAR. 21 Motion made by President McKendree, seconded by Trustee Ceretto and Trustee Engelbrecht, to approve the payment of the September 13, 2016 invoices in the amount of \$197,230.96 as presented. Roll #2 was called. Voting was 'Aye' by Trustee Buergel, Ceretto, Dujsik, Engelbrecht, Olson, Schneider and President McKendree. No 'Nays'. Motion carried. 7 – 0.
- PAR.22 Ms. Regan presented a late bill from Library Ideas, for payment.
- PAR.23 Motion made by Trustee Ceretto, seconded by Trustee Schneider, to approve the payment of the late bill from Library Ideas, in the amount of \$4,635.00, as presented. Roll #3 was called. Voting was 'Aye' by Trustee Buergel, Ceretto, Dujsik, Engelbrecht, Olson, Schneider and President McKendree. No 'Nays'. Motion carried. 7 – 0.
- PAR. 24 **BUILDING & GROUNDS:** No Report.
- PAR. 25 **POLICY:** Trustee Olson invited all trustees to attend the Policy Committee meeting on September 20, 2016 at 1:00 pm. Ms. Regan has mailed reminders to all trustees.
- PAR. 26 **BY-LAWS:** President McKendree suggested discussing current by-laws immediately following the policy meeting set for September 20, 2016 with regards to spending limits.
- PAR. 27 **PUBLIC RELATIONS:** No Report.

- PAR. 28 **PERSONNEL:** Trustee Dujsik invited all trustees to the Personnel Committee meeting set for September 27, 2016 at 1:00 pm. Ms. Regan will mail reminders to all board trustees.
- PAR. 29 **TRUSTEE EDUCATION:** Trustee Dujsik confirmed his registration to attend the Illinois Library Association Annual Trustee Day on October 20, 2016 in Rosemont, IL.
- PAR. 30 **INSURANCE:** No Report.
- PAR. 31 **AD HOC COMMITTEE REPORTS:**
- PAR. 32 **HISTORY COMMITTEE:** Trustee Engelbrecht reported that the history programs recommended for adult services department have tentatively been set for the first week of April 2017. He went on to say he would report back to the board when a definite date has been set for the programs.
- PAR. 33 Attorney Perlman arrived at 7:40 pm.
- PAR. 34 Trustee Engelbrecht said he plans on attending the Link and Leverage meeting hosted by the Alsip-Merrionette Park Library on September 29, 2016.
- PAR. 35 President McKendree asked when the staff outdoor area is to be started.
- PAR. 36 Ms. Regan replied that she was informed that construction should start sometime this month.
- PAR. 37 President McKendree and Trustee Engelbrecht would like the adult service department to present a demonstration of the memory lab to all trustees.
- PAR. 38 Ms. Pajor replied they would happily set up a demonstration for trustees.
- PAR. 39 **LIBRARY DIRECTOR'S REPORT:** Director Cottonaro's report was placed on file.
- PAR. 40 **UNFINISHED BUSINESS:** A request to approve a budget for the staff holiday luncheon on Friday, December 2, 2016 was presented.
- PAR. 41 No motion was made. President McKendree would like more details for the luncheon.
- PAR. 42 **NEW BUSINESS:** Director Cottonaro asked for approval to close the library on Friday, October 28, 2016 for Staff Development Day.
- PAR. 43 Motion made by Trustee Olson, seconded by Trustee Engelbrecht, to approve closing the library on October 28, 2016 for a Staff Development Day, as presented. Roll #4 was called. Voting was 'Aye' by Trustee Buergel, Ceretto, Dujsik, Engelbrecht, Olson, and Schneider. 'Nay' by President McKendree. Motion carried. 6 – 1.

- PAR. 44 A contract from Roy Erikson Outdoor Maintenance for snow plowing services from November 2016 through and including March 2017 was presented for approval.
- PAR. 45 Motion made by Trustee Dujsik, seconded by Trustee Buergel, to approve the contract from Roy Erikson Outdoor Maintenance for snow plowing services from November 2016 through and including March 2017, as presented. Roll #5 was called. Voting was 'Aye' by Trustee Buergel, Ceretto, Dujsik, Engelbrecht, Olson, Schneider and President McKendree. No 'Nays'. Motion carried. 7 – 0.
- PAR. 46 **PUBLIC DISCUSSION:** Ms. Mary Daddona of the Alsip Beautification Committee explained how they would like to work with the library to help promote their annual fall fundraiser.
- PAR. 47 President McKendree commended the youth department on the amazing bookmarks for the youth programs and would like to see the same for the adult and teen departments.
- PAR. 48 Motion made by Trustee Buergel, seconded by Trustee Ceretto, to adjourn the meeting at 8:05 pm. Motion carried by voice vote 7 - 0.

MARY JANE SCHNEIDER, SECRETARY

ALSIP-MERRIONETTE PARK
PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES

APPROVED-AMENDED _____ DATE _____

/car ** Denotes follow-up required