

MINUTES
ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
October 11, 2016

- PAR. 1 The regular monthly meeting of the ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES was called to order at 7:01 pm by President McKendree. Roll was called. Present were Trustees Buerger, Dujsik, Engelbrecht, Schneider, and President McKendree. Absent were Trustee Ceretto and Trustee Olson. A quorum was present. Director Cottonaro, Ms. Pajor, Adult Services Manager; Ms. Malysa, Youth Services Manager; Ms. Leyva, Patron Services Manager; and Mr. Poremba, public were also in attendance.
- PAR. 2 The Pledge of Allegiance was recited.
- PAR. 3 **MINUTES:** The minutes of the September 13, 2016 regular board meeting were presented for disposition.
- PAR. 4 Motion made by Trustee Dujsik, seconded by Trustee Engelbrecht, to approve the minutes of September 13, 2016, as amended. Paragraph 42 should read, ‘Director Cottonaro ~~asked for~~ requested approval to close the library on Friday, October 28, 2016 for Staff Development Day’. Motion carried by voice vote 5 – 0.
- PAR. 5 **ATTORNEY’S REPORT:** Director Cottonaro reported that a copy of the Illinois and Mandated Sick Leave notice from The Management Association regarding the Illinois Employee Sick Leave Act (Public Act 99-0841) was given to each trustee. She went on to report that although the library is currently in compliance with State law, Cook County employers will have to provide *paid* sick leave, (1 hour sick time for every 40 hours worked benefits to all their employees as of July 1, 2017.
- PAR. 6 Director Cottonaro suggested the board take this into consideration when determining the budget for fiscal year 2017 – 2018.
- PAR. 7 Director Cottonaro reported that the attorney is still working on the Alcoholic Beverage Policy for the library and she hoped to have it available for trustees at the next regular board meeting on November 8, 2016.
- PAR. 8 **OFFICERS’ REPORTS:**
- PAR. 9 **PRESIDENT’S REPORT:** President McKendree commented on the SWOT (Strengths
** Weaknesses, Opportunities, Threats) analysis provided by Director Cottonaro. She encouraged all trustees to review the report.
- PAR. 10 **VICE PRESIDENT:** No Report.

- PAR. 11 **SECRETARY:** Trustee Dujsik asked if the executive meeting minutes from July 14, 2015, August 11, 2015, November 10, 2015, February 9, 2016, March 8, 2016, April 12, 2016 and June 14, 2016 have been reviewed and transcribed.
- PAR. 12 Secretary Schneider replied they had not.
- PAR. 13 **TREASURER:** The Treasurer's Report dated September 2016 was presented for approval.
- PAR. 14 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 5 – 0.
- PAR. 15 **FINANCE:** A list of bills dated October 11, 2016 was presented for payment.
- PAR. 16 Motion made by Trustee Engelbrecht, seconded by Trustee Schneider, to approve the payment of the October 11, 2016 invoices in the amount of \$161,695.59 as presented. Roll #1 was called. Voting was 'Aye' by Trustee Buergel, Dujsik, Engelbrecht, Schneider and President McKendree. No 'Nays'. Motion carried. 5 – 0.
- PAR. 17 **BUILDING & GROUNDS:** Director Cottonaro reported that Roy Erikson has changed out the seasonal flowers around the sign on Pulaski and spruced up the area where the chickens had been.
- PAR. 18 She went on to report that TMO Construction is currently obtaining permits for the staff outdoor area.
- PAR. 19 President McKendree would like a list of providers for the memorial brick project. She suggested checking with local public entities to see what companies they used.
- PAR. 20 **POLICY:** The minutes from the Policy Committee meeting on September 20, 2016 were presented to accept and place on file.
- PAR. 21 Motion made by Trustee Dujsik, seconded by President McKendree, to accept and place on file the minutes of the Policy Committee meeting on September 20, 2016, as presented. Motion carried by voice vote. 5 – 0.
- PAR. 22 Motion made by President McKendree, seconded by Trustee Dujsik, to approve the revisions of Personnel Policy No. 8.85.3 as follows, ... ~~and for regular part time employees with regularly scheduled hours of twenty or more hours per week who have been employed by the library for at least six months.~~ The limits of such reimbursement are ~~\$3,000.00 per Library budget year (July 1-June 30)~~ \$2,500 per semester/trimester/quarter not to exceed \$5,000 for a 12 month period for full-time employees ~~and \$1,500.00 per year for part-time employees,~~ as presented. Roll #1 was called. Voting was 'Aye' by Trustee Buergel, Dujsik, Engelbrecht, Schneider, and President McKendree. No 'Nays'. Motion carried. 5 – 0.
- PAR. 23 Motion made by Trustee Dujsik, seconded by Trustee Schneider, to approve the revisions of the Personnel Policy No. 8.60.1 as follows, ~~All earned vacation time is calculated on a monthly basis.~~ Vacation time is accrued on a monthly basis ~~and on consecutive years of employment.~~ No. 8.60.3 -Four weeks ~~during the first year, accrued at a rate of 12.5 hours per month. Four weeks per year thereafter~~

~~No. 8.60.7 Employees may cash in their unused vacation time the pay period prior to their anniversary date here at the library, at which time they are gifted vacation time in accordance with policies 8.60.3-4. All vacation time remaining may be cashed in, and the payout will be received on the paycheck from the first full payroll following the employees anniversary.~~ Effective January 1, 2016, as presented. Roll #2 was called. Voting was 'Aye' by Trustee Buergel, Dujsik, Engelbrecht, Schneider, and President McKendree. No 'Nays'. Motion carried. 5 – 0.

- PAR. 24 **BY-LAWS:** Trustee Engelbrecht reported on the By-Laws Committee meeting on
** September 20, 2016 and will present the minutes for approval at the next regular board meeting on November 8, 2016.
- PAR. 25 **PUBLIC RELATIONS:** Trustee Schneider asked if the library accepts volunteers.
- PAR. 26 Director Cottonaro replied that the library only accepts youth and teen volunteers.
- PAR. 27 **PERSONNEL:** Trustee Dujsik presented the minutes of the Personnel Committee meeting on September 27, 2016 for approval.
- PAR. 28 Trustee Dujsik reported that a discussion was had at the meeting regarding mandatory attendance of management staff at all regular board meetings and to have it added to the verbiage of their job descriptions and went on to report that it was the consensus of the Personnel Committee that it was not necessary. Although the board would like all managers to attend and thanks them for their time. The committee further suggested managers attend especially if their department has a budget item up for discussion.
- PAR. 29 Motion made by Trustee Dujsik, seconded by Trustee Engelbrecht, to approve the minutes of the Personnel Committee meeting on September 27, 2016, as presented. Roll #3 was called. Voting was 'Aye' by Trustee Buergel, Dujsik, Engelbrecht, Schneider and President McKendree. No 'Nays'. Motion carried 5 – 0.
- PAR. 30 Trustee Dujsik stated that the Personnel Committee recommends approving the amendments to the Job Descriptions for Patron Services Manager and Assistant Patron Services Manager.
- PAR. 31 President McKendree stated that since the Patron Services Department and the Technical
** Services Department are now managed under one person, she would like to combine the two departments under one title.
- PAR. 32 Motion made by Trustee Dujsik, seconded by Trustee Engelbrecht, to approve and adopt the amendments to the job description for Patron Services Manager, as amended. Roll #4 was called. Voting was 'Aye' by Trustee Buergel, Dujsik, Engelbrecht, and Schneider. 'Nay' by President McKendree. Motion carried. 4 – 1.
- PAR. 33 Motion made by Trustee Dujsik, seconded by Trustee Buergel, to approve and adopt the amendments to the job description for the Assistant Patron Services Manager, as presented. Roll #5 was called. Voting was 'Aye' by Trustee Buergel, Dujsik, Engelbrecht, and Schneider. 'Nay' by President McKendree. Motion carried 4 – 1.
- PAR. 34 Trustee Dujsik presented for approval and with the recommendation of the Personnel Committee, amendments to the Assistant Department Manager pay grade.

- PAR. 35 Motion made by Trustee Dujsik, seconded by Trustee Engelbrecht, to accept the amendments to the Salary Schedule, line 3, 5 and 6, per the Personnel Committee's recommendation. Roll #6 was called. Voting was 'Aye' by Trustee Buerger, Dujsik, Engelbrecht, Schneider, and President McKendree. Motion carried 5 – 0.
- PAR. 36 **TRUSTEE EDUCATION:** Trustee Dujsik confirmed his registration to attend the Illinois Library Association Annual Trustee Day on October 20, 2016 in Rosemont, IL.
- PAR. 37 Director Cottonaro informed all trustees of the American Library Association Mid-Winter Conference being held in Atlanta, Georgia between January 20 – 24, 2017 and the American Library Association Annual Conference being held in Chicago between June 22 – 27, 2017.
- PAR. 38 **INSURANCE:** No Report.
- PAR. 39 **AD HOC COMMITTEE REPORTS:**
- PAR. 40 **HISTORY COMMITTEE:** No Report.
- PAR. 41 **LIBRARY DIRECTOR'S REPORT:** Director Cottonaro presented her report. Most items had been discussed. Her report was placed on file.
- PAR. 42 **UNFINISHED BUSINESS:** A request to approve a budget for the staff holiday luncheon on Friday, December 2, 2016 was presented.
- PAR. 43 Motion made by President McKendree, seconded by Trustee Schneider, to approve a budget not to exceed \$1500.00 for staff holiday luncheon on December 2, 2016. Roll #7 was called. Voting was 'Aye' by Trustee Buerger, Dujsik, Engelbrecht, Schneider, and President McKendree. Motion carried 5 – 0.
- PAR. 44 **NEW BUSINESS:** No Report.
- PAR. 45 **PUBLIC DISCUSSION:** None.
- PAR. 46 Motion made by Trustee Dujsik, seconded by Trustee Engelbrecht, to adjourn the meeting at 8:39 pm. Motion carried by voice vote 5 - 0.

MARY JANE SCHNEIDER, SECRETARY

ALSIP-MERRIONETTE PARK
PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES

APPROVED-AMENDED _____ DATE _____

/car *** Denotes follow-up required