

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

- PAR. 1 The regular monthly meeting of the ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES was called to order at 7:36 pm by President McKendree. Roll was called. Present were Trustees Ceretto, Dujsik, Engelbrecht, Olson, Schneider and President McKendree. Absent was Trustee Buerger. A quorum was present. Ms. Cottonaro, Director; Ms. Pajor, Adult Services Manager; Ms. Malysa, Youth Services Manager; Ms. Sandra Leyva, Patron Services Manager; Ms. Susana Leyva, Technical Services Manager and Mr. Poremba, public, were in attendance.
- PAR. 2 The Pledge of Allegiance was recited.
- PAR. 3 **MINUTES:** The minutes of the December 8, 2015 regular board meeting were presented for disposition.
- PAR. 4 Motion made by Trustee Dujsik, seconded by Trustee Olson, to approve the minutes of November 10, 2015, as corrected, Paragraph 64, ~~Terrance~~ Terrence. Motion carried by voice vote 6 – 0.
- PAR. 5 **ATTORNEY’S REPORT:** No Report.
- PAR. 6 **OFFICERS’ REPORTS:**
- PAR. 7 **PRESIDENT’S REPORT:** President McKendree reported that the 2015 library holiday party went well. She went on to say that it was disappointing that several of the department managers did not attend.
- PAR. 8 President McKendree commended Ms. Regan for handling the party arrangements.
- PAR. 9 **VICE PRESIDENT:** No Report.
- PAR. 10 **SECRETARY:** Trustee Schneider read aloud thank you notes from Ms. Bronkala for the get wells wishes, Ms. Pajor for the sympathy arrangement for her sister, Ms. Roe for the holiday party and Ms. Malysa for the years of service reward.
- PAR. 11 The request to schedule the Audit of the Fiscal Year 2015 – 2016 minutes will be carried
** on the agenda until a date can be set.
- PAR. 12 **TREASURER:** The Treasurer’s Report dated December 2015 was presented for approval.
- PAR. 13 Director Cottonaro reported that the paperwork for the new bank accounts with First
** Midwest Bank has been drawn up and need signatures. She went on to report that once the library funds have been transferred, she will look into investing in CD’s.

- PAR. 14 Motion made by Trustee Dujsik, seconded by Trustee Ceretto to place on file the Treasurer's Report dated December 2015, as presented. Motion carried by voice vote 6 – 0.
- PAR. 15 **FINANCE:** A list of bills dated January 12, 2016 was presented for payment.
- PAR. 16 Trustee Schneider inquired about a payment for the Knitting and Crochet Group.
- PAR. 17 Ms. Pajor replied that the payment is for the group organizer.
- PAR. 18 President McKendree would like Ms. Pajor to determine if this is a library program or a group meeting on its own. If indeed it is a group meeting, then the library should not be paying an outside person to run it.
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- PAR. 19 Motion made by Trustee Ceretto, seconded by Trustee Schneider, to authorize and approve payment of the January 12, 2016 bills in the amount of \$170,711.89, as presented. Roll #1 was called. Voting was 'Aye' by Trustee Ceretto, Dujsik, Engelbrecht, Olson, Schneider and President McKendree. No 'Nays'. Motion carried 6 – 0.
- PAR. 20 **BUILDING & GROUNDS:** Trustee Schneider noted that there is not a microwave in the meeting room kitchenette. She suggested reversing the door on the kitchenette refrigerator for easier access.
- PAR. 21 President McKendree suggested adding a couple of tables and chairs in the lower level lobby for parents waiting for their children attending programs. She went on to note that the adult service workroom could use more shelving.
- PAR. 22 Trustee Olson would like to see cable service and TV's installed ASAP in the meeting rooms.
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- PAR. 23 Ms. Malysa asked if the board would consider painting the lower level lobby white wall with a brighter color.
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- PAR. 24 **POLICY:** Trustee Olson set a Policy Committee meeting for February 3, 2016 at 1:00 pm. Ms. Regan will mail reminders.
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- PAR. 25 Trustee Olson will meet with Director Cottonaro on Monday, January 25 at 10:30 am to discuss and set the agenda for the Policy Committee meeting. He also asked President McKendree to email the Director with any policy issues that she would like addressed.
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- PAR. 26 **BY-LAWS:** No Report.
- PAR. 27 **PUBLIC RELATIONS:** No Report.
- PAR. 28 **PERSONNEL:** No Report.
- PAR. 29 **TRUSTEE EDUCATION:** Trustee Dujsik reminded trustees of the upcoming Illinois Library Trustee Forum Workshop on Saturday, February 13, 2016 at the Chicago Marriott Oak Brook. He stated that he is already signed up to attend.
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- PAR. 30 **INSURANCE:** No Report.
- PAR. 31 **AD HOC COMMITTEE REPORTS:**
- PAR. 32 **HISTORY COMMITTEE:** No Report.
- PAR. 33 **LIBRARY DIRECTOR'S REPORT:** Director Cottonaro presented her report, of which most items had been previously discussed.
- PAR. 34 Director Cottonaro stated that mid-year evaluations have been completed.
- PAR. 35 Director Cottonaro reported that the first meeting of District 128 was held and there were some great ideas. One of the ideas was a village wide art fair. She will provide more information to the board as it progresses.
- PAR. 36 She went on to report that patrons do not seem to have a problem with the relocation of the internet express.
- PAR. 37 **UNFINISHED BUSINESS:** Director Cottonaro presented a proposal to furnish and install a new infrared door detector on elevator #1 from Kone, Inc.
- PAR. 38 Motion made by Trustee Ceretto, seconded by Trustee Schneider, to approve the proposal from Kone, Inc. to furnish and install one new infrared door detector on elevator #1 in the amount of \$1, 988.00, as presented. Roll#2 was called. Voting was 'Aye' by Trustee Ceretto, Dujsik, Engelbrecht, Olson, Schneider and President McKendree. Motion carried 6 – 0.
- PAR. 39 Director Cottonaro presented for approval and signatures new bank account paperwork from First Midwest Bank to move from using IL Funds for working cash and to transfer existing funds to First Midwest Bank.
- PAR. 40 Motion made by President McKendree, seconded by Trustee Ceretto, to approve and execute the paperwork to move funds from IL Funds working cash to First Midwest Bank, as presented. Roll #3 was called. Voting was 'Aye' by Trustee Ceretto, Dujsik, Engelbrecht, Olson, Schneider and President McKendree.
- PAR. 41 Director Cottonaro presented for review and discussion the completed Illinois Public Library Per Capita and Equalization Aid Grants Application.
- PAR. 42 A lively discussion ensued.
- PAR. 43 **NEW BUSINESS:** Director Cottonaro presented a proposal from Renaissance Communication Systems, Inc. for and additional video surveillance camera system.

- PAR. 44 Director Cottonaro reminded board members that Trustee Schneider relayed a request from the Alsip Police asking for an additional camera to be installed near the exterior book drop. She also thought that an additional camera should be installed in the library's internet café area.
- PAR. 45 She went on to explain that these proposals also include all updates for the software, licenses and to renew support agreements.
- PAR. 46 Motion made by President McKendree, seconded by Trustee Olson, to table all proposals from Renaissance Communication Systems, Inc. pending clarification from the Director. Motion carried by voice vote 6 – 0.
- PAR. 47 Director Cottonaro reported on consultants for RFP (Request for Proposal) for strategic planning.
- PAR. 48 The board asked Director Cottonaro to contact Ms. Bukovac and begin the process to implement a strategic plan for board review at the regular March 8, 2016 board meeting.
- PAR. 49 Director Cottonaro provided a request from the Alsip Chamber of Commerce for a booth and ad at their 14th Annual Community Expo.
- PAR. 50 Motion made by President McKendree, seconded by Trustee Ceretto, to approve expenditures up to \$750.00 for participating in the Alsip Chamber of Commerce 14th Annual Community Expo Event on March 5, 2016. Roll #4 was called. Voting was 'Aye' by Trustee Ceretto, Dujsik, Engelbrecht, Olson, Schneider and President McKendree. No 'Nays'. Motion carried 6 – 0.
- PAR. 51 Director Cottonaro presented a thank you letter from the Worth Township Youth Commission for the donations from the library's toy drive.
- PAR. 52 **PUBLIC DISCUSSION:** No Report.
- PAR. 53 Motion made by Trustee Dujsik, seconded by Trustee Olson, to adjourn the meeting at 8:36 pm. Motion carried by voice vote 6 - 0.

MARY JANE SCHNDEIDER, SECRETARY

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APPROVED-AMENDED _____ DATE _____

/car ** Denotes follow-up required