

MINUTES
ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
January 10, 2017

- 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 Buergel, Ceretto, Dujsik, Engelbrecht, Olson and President McKendree. Absent was Trustee Schneider. A quorum was present. Director Cottonaro, Ms. Regan, Business Manager; Ms. Pajor, Adult Services Manager; Ms. Malysa, Youth Services Manager; and Ms. Leyva, Patron Services Manager and Mr. Poremba, were also in attendance.
- PAR. 2 In the absence of the Board Secretary Schneider, Trustee Dujsik served as Secretary Pro-tem.
- PAR. 3 The Pledge of Allegiance was recited.
- PAR. 4 **MINUTES:** The minutes of the December 13, 2016 regular board meeting were presented for disposition.
- PAR. 5 Motion made by Trustee Dujsik, seconded by Trustee Olson, to approve the minutes of December 13, 2016, as corrected. Motion carried by voice vote 6 – 0.
- PAR. 6 **ATTORNEY'S REPORT:** No Report.
- PAR. 7 **OFFICERS' REPORTS:**
- PAR. 8 **PRESIDENT'S REPORT:** President McKendree again asked if all trustees wanted future copies of 'The Voice' newsletter. Trustee Engelbrecht replied he would like to continue receiving a copy. All other trustees present indicated they do not.
- PAR. 9 **VICE PRESIDENT:** No Report.
- PAR. 10 **SECRETARY:** No Report.
- PAR. 11 **TREASURER:** The Treasurer's Report dated December 2016 was presented for approval.
- PAR. 12 Motion made by Trustee Buergel, seconded by Trustees Ceretto, to place on file the Treasurer's Report dated December 2016, as presented. Motion carried by voice vote 6 – 0.

- PAR. 13 **FINANCE:** A list of bills dated January 10, 2017 was presented for payment.
- PAR. 14 Motion made by Trustee Olson, seconded by Trustee Buergel, to approve the payment of the January 10, 2017 invoices in the amount of \$140,958.63, as presented. Roll #1 was called. Voting was 'Aye' by Trustee Buergel, Ceretto, Dujsik, Engelbrecht, Olson and President McKendree. No 'Nays'. Motion carried. 6 – 0.
- PAR. 15 **BUILDING & GROUNDS:** No Report.
- PAR. 16 **POLICY:** President McKendree asked for a Policy Committee meeting.
- PAR. 17 A Policy Committee meeting is set for February 7, 2017, 1:00 pm. Director Cottonaro asked trustees to email her before February 3, 2017 with additional agenda items for discussion.
- PAR. 18 Ms. Regan will mail a meeting reminder.
- PAR. 19 **BY-LAWS:** No Report.
- PAR. 20 **PUBLIC RELATIONS:** Trustee Engelbrecht reported that he is still working to prepare for the World War I program in April 2017. He went on to say that Librarian Sussan Navabi has been a tremendous help in finding related materials.
- PAR. 21 President McKendree suggested the library host a non-political village candidate forum.
- PAR. 22 Motion made by President McKendree, seconded by Trustee Engelbrecht, in favor of the library hosting a non-partisan candidate forum, with a date to be determined. Roll #2 was called. Voting was 'Aye' by Trustee Buergel, Ceretto, Engelbrecht, Olson and President McKendree. No 'Nays'. Trustee Dujsik abstained. Motion carried. 5 – 0 - 1
- PAR. 23 **PERSONNEL:** President McKendree asked for a Personnel Committee meeting in March 2017 to discuss the Director's evaluation. No date was set at this time.
- PAR. 24 **TRUSTEE EDUCATION:** Director Cottonaro reminded trustees of the Tuesday, February 14, 2017, South Suburban Library Legislative Breakfast, at Tinley Park Public Library, 8:30 a.m.
- PAR. 25 She also informed all trustees of the American Library Association Mid-Winter Annual Conference to be held in Atlanta, GA, January 20-24, 2017, the American Library Association Annual Conference held in Chicago, IL, June 22-27, 2017 and the Area Training for Library and Staff's (ATLAS) annual Trustee Training day with the date to be determined.
- PAR. 26 President McKendree asked Director Cottonaro to keep all trustees informed as she receives any new information regarding speakers for the above conferences.
- PAR. 27 Trustees should contact Director Cottonaro if they wish to attend any of the conferences.

- PAR. 28 **INSURANCE:** No Report.
- PAR. 29 **AD HOC COMMITTEE REPORTS:**
- PAR. 30 **HISTORY COMMITTEE:** Trustee Engelbrecht reported that he is still working on his World War I program set for April 6, 2017. President McKendree suggested the adult and youth department have material pertaining to the program on display the day of the program.
- PAR. 31 **LIBRARY DIRECTOR'S REPORT:** Director Cottonaro presented her report. Most items had been discussed. Her report was placed on file.
- PAR. 32 Director Cottonaro reported per the Board's request, cleaning service has been scheduled to include Sunday evenings. There will be an additional \$500 per month charge, which she stated is a manageable cost and necessary service.
- PAR. 33 The board asked Ms. Regan to obtain 3 bids for cleaning the library 7 days/week.
- PAR. 34 Director Cottonaro reported that on January 3rd, she completed the Library's annual certification with the Secretary of State's Office, as well as its Per Capita Grant application.
- PAR. 35 Director Cottonaro announced that it is time again to start planning for participation at the Annual Alsip Chamber of Commerce Community Expo. She went on to say that the library will be buying a half page ad and a booth. She stated the library will focus on promoting the databases the library has to offer and library services.
- PAR. 36 Trustee Engelbrecht would like to promote the library's various programs.
- PAR. 37 President McKendree asked if the trustees should be present. Director Cottonaro replied yes, it would be nice if trustees were present.
- PAR. 38 Director Cottonaro would like to discuss with the board future computer budget planning regarding thin clients for the public and mobile devices for staff. This would allow staff to move around the building more freely.
- PAR. 39 Director Cottonaro would like the board to consider approving at the next regular board meeting on February 14, 2017, a new library staff marketing position that she had previously presented to the board.
- PAR. 40 It was the consensus of the board to approve considering this new position.

- PAR. 41 President McKendree asked Director Cottonaro to present to the board, a job description
** including a salary amount at the next board meeting.
- PAR. 42 Director Cottonaro reported that she will also be typing the executive minutes for board
review.
- PAR. 43 Director Cottonaro reported on receiving a proposal from TMO Construction for
exploratory work needed regarding the lighting control panel and is still waiting for
several other proposals from TMO Construction regarding additional lighting issues.
- PAR. 44 **UNFINISHED BUSINESS:** Director Cottonaro presented for approval, a proposal from
TMO Construction to familiarize and troubleshoot the library's existing lighting control
panel.
- PAR. 45 Motion made by Trustee Dujsik, seconded by Trustee Buerger, to approve the proposal
from TMO Construction, dated 12/13/16, in the amount of \$2,230.00 to familiarize and
troubleshoot the library's existing lighting control panel, as presented. Roll #3 was
called. Voting was 'Aye' by Trustee Buerger, Ceretto, Dujsik, and President McKendree.
'Nay' by Trustee Engelbrecht. Trustee Olson abstained. Motion carried 4 – 1 - 1.
- PAR. 46 The board asked Director Cottonaro to research and clarify to the board, the specific
** work to be performed per the proposal from TMO Construction.
- PAR. 47 Director Cottonaro presented for approval moving funds to the library's investment
account.
- PAR. 48 Motion made by Trustee Dujsik, seconded by President McKendree, to transfer \$400,000
from First Midwest working cash account to PMA as long as it is collateralized. Roll #4
was called. Voting was 'Aye' by Trustee Buerger, Ceretto, Dujsik, Engelbrecht, Olson
and President McKendree. No 'Nays'. Motion carried 6 – 0.
- PAR. 49 **NEW BUSINESS:** Director Cottonaro asked for board approval for Ms. Dearborn and
Ms. Navabi, Adult Service Librarians who have been asked to present at the Computers
in Libraries 2017 Conference in Arlington, Virginia. She went on to report that they
were asked to present, therefore their conference fees will be waived and only ask for
board approval for travel, lodging and meal expenses.
- PAR. 50 It was the consensus of the board to approve expenses for two staff to attend the
Computers in Libraries 2017 Conference in Arlington, Va.

PAR. 51 **PUBLIC DISCUSSION:**

PAR. 52 Motion made by Trustee Olson, seconded by President McKendree, to adjourn the meeting at 8:22 pm. Motion carried by voice vote 6 - 0.

GERALD DUJSIK – SECRETARY PRO-TEM

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APPROVED-AMENDED _____ DATE _____
/car ** Denotes follow-up required