

MINUTES  
ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
February 9, 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 Buergel, Dujsik, Engelbrecht, Olson, Schneider and President McKendree. Absent was Trustee Ceretto. 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; Mr. Poremba and Mr. Hoge public, were in attendance.
- PAR. 2 The Pledge of Allegiance was recited.
- PAR. 3 **MINUTES:** The minutes of the January 12, 2016 regular board meeting were presented for disposition.
- PAR. 4 Motion made by Trustee Olson, seconded by Trustee Buergel, to approve the minutes of January 12, 2016, as corrected. Motion carried by voice vote 6 – 0.
- PAR. 5 **ATTORNEY’S REPORT:** No Report.
- PAR. 6 **OFFICERS’ REPORTS:**
- PAR. 7 **PRESIDENT’S REPORT:** No Report.
- PAR. 8 **VICE PRESIDENT:** No Report.
- PAR. 9 **SECRETARY:** Director Cottonaro asked to schedule the audit of the Fiscal Year 2016 minutes.
- PAR. 10 Trustee Dujsik and Trustee Olson volunteered to audit the Fiscal Year 2016 minutes.
- PAR. 11 **TREASURER:** The Treasurer’s Report dated January 2016 was presented for approval.
- PAR. 12 Director Cottonaro reported that the paperwork for the new bank account with First Midwest Bank has been opened and is in use. She went on to report that once all library funds have been transferred, she will look into investing in CD’s.
- PAR. 13 Motion made by Trustee Dujsik, seconded by Trustee Olson, to place on file the Treasurer’s Report dated January 2016, as presented. Motion carried by voice vote 6 – 0.
- PAR. 14 **FINANCE:** A list of bills dated January 12, 2016 was presented for payment.

- PAR. 15 President McKendree moved to address the bills later in the meeting and to move to the next order of business.
- PAR. 16 There being no objections the board moved to the next order of business, Building and Grounds.
- PAR. 17 **BUILDING & GROUNDS:** No Report.
- PAR. 18 **POLICY:** The minutes of the February 3, 2016 Policy Committee meeting were presented for disposition.
- PAR. 19 Motion made by Trustee Olson, seconded by Trustee Engelbrecht, to approve the minutes of the February 3, 2016 Policy Committee meeting, as presented. Motion carried by voice vote 6 – 0.
- PAR. 20 Trustee Olson reported that all board members have received copies of proposed revisions to Policy No. IV - Circulation of Materials, VII – Reference Service, and IX – Library Programs.
- PAR. 21 Trustee Olson asked trustees to review these policies and come prepared to vote  
\*\* at the next regular board meeting, March 8, 2016.
- PAR. 22 President McKendree asked that the approval of these policies be added to the regular  
\*\* board meeting agenda on March 8, 2016.
- PAR. 23 Trustee Dujsik would like updated copies of the trustee list, committee assignments, Rails  
\*\* glossary and the current library’s organizational chart for all trustees.
- PAR. 24 Ms. Regan will prepare documents for all trustees.
- PAR. 25 **BY-LAWS:** President McKendree suggested reviewing the current by-laws. No meeting  
\*\* date was set at this time.
- PAR. 26 **PUBLIC RELATIONS:** President McKendree reminded all trustees of the upcoming  
Alsip Community Expo at Prairie Jr. High School on March 5, 2016, 9am – 4pm.
- PAR. 27 President McKendree stated she would be attending. Trustee Dujsik volunteered to help at the library’s table during the morning shift.
- PAR. 28 Director Cottonaro stated she would be operating the library’s expo table along with two other staff members.
- PAR. 29 **PERSONNEL:** Trustee Dujsik reported that there are a few support staff job descriptions that need to be reviewed.
- PAR. 30 Trustee Dujsik set a Personnel Committee meeting for March 15, 2016 at 1pm.  
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- PAR. 31 Ms. Regan will mail reminders to all trustees.

- PAR. 32      **TRUSTEE EDUCATION:** Trustee Dujsik again 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 signed up to attend.
- PAR. 33      **INSURANCE:** No Report.
- PAR. 34      **AD HOC COMMITTEE REPORTS:**
- PAR. 35      **HISTORY COMMITTEE:** No Report.
- PAR. 36      **LIBRARY DIRECTOR’S REPORT:** Director Cottonaro presented her report, of which most items had been previously discussed.
- PAR. 37      Director Cottonaro stated that the District 126 board met on February 3 and they solidified plans for a community wide photography contest. She went on to say that she is excited to have the opportunity to work with other local stakeholders to provide a great, expanded experience to the local residents.
- PAR. 38      Director Cottonaro reported that the library’s patron elevator has been repaired.
- PAR. 39      Director Cottonaro reported that the youth department will be transitioning one of its OPAC’s to a 15 minute internet express computer for parents and caretakers. She also reported that all department managers are in the process of updating the computer inventory in preparation for the 2017 fiscal year budget.
- PAR. 40      Director Cottonaro also reported that Ms. Bukovac is unable to take on the library’s strategic planning project. She suggested to move forward with a Request for Proposal (RFP) for consultants.
- PAR. 41      President McKendree encouraged all trustees to review library literature and to start compiling a folder of suggestions and ideas pertaining to the library’s strategic planning project.  
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- PAR. 42      Director Cottonaro announced that the Per Capita Grant has been submitted.
- PAR. 43      Director Cottonaro stated that she had intended on attending the Public Library Association (PLA) Conference in Denver, Co. this spring but said that she is heavily involved in other projects and feels that it may not be an option for her.
- PAR. 44      President McKendree asked if other staff will be attending the PLA Conference.
- PAR. 45      Director Cottonaro replied that other staff might be interested in attending.
- PAR. 46      Motion made by President McKendree, seconded by Trustee Olson, to approve the attendance of two library staff members to the Public Library Association Conference in Denver, Co., April 5 – 9, 2016 with a cost not to exceed \$2,000. Roll #1 was called. Voting was ‘Aye’ by Trustee Buerger, Dujsik, Engelbrecht, Olson, Schneider, and President McKendree. No ‘Nays’. Motion carried 6 – 0.

- PAR. 47        **UNFINISHED BUSINESS:** Director Cottonaro presented a proposal from Renaissance Communication Systems, Inc. for and additional video surveillance camera system.
- PAR. 48        A lively discussion ensued.
- PAR. 49        The trustees asked Ms. Cottonaro to supply them with a more detailed proposal.  
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- PAR. 50        No motion was made.
- PAR. 51        **NEW BUSINESS:** Director Cottonaro asked for approval to purchase two AWE machines for the youth department.
- PAR. 52        A lively discussion ensued.
- PAR. 53        Motion made by Trustee Olson, seconded by Trustee Dujsik, to approve the purchase of one AWE machine in the amount of \$3,150, as presented.
- PAR. 54        Director Cottonaro noted that the machines selected on the proposal was incorrect and would have to be revised and brought back to the board for approval.  
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- PAR. 55        Trustee Olson requested to withdraw his motion.
- PAR. 56        Hearing no objections, the motion was withdrawn.
- PAR. 57        Director Cottonaro asked for approval to close on Friday, April 22, 2016 for Library Staff In-Service.
- PAR. 58        Motion made by President McKendree, seconded by Trustee Olson, to approve closing the library on Friday, April 22, 2016 for Library Staff In-Service and allowing for a cost not to exceed \$1,000, as presented. Roll # 2 was called. Voting was ‘Aye’ by Trustee Buergel, Dujsik, Engelbrecht, Olson, Schneider, and President McKendree. No ‘Nays’. Motion carried 6 – 0.
- PAR. 59        **PUBLIC DISCUSSION:** No Report.
- PAR. 60        Motion made by President McKendree, seconded by Trustee Schneider, to move to executive session at 8:42 pm. Motion carried by voice vote 6 – 0.
- PAR. 61        Motion made by Trustee Buergel, seconded by Trustee Olson, to return to the regular board meeting at 8:55 pm. Motion carried by voice vote 6 – 0.
- PAR. 62        President McKendree reconvened the regular board meeting at 8:55 pm. Roll was called. A quorum was present.
- PAR. 63        Trustee Engelbrecht left the room at 8:45 pm.
- PAR. 64        Trustee Engelbrecht returned at 8:47 pm.

- PAR. 65 President McKendree moved to return to the order of business of Finance.
- PAR. 66 Motion made by Trustee Buergel, seconded by Trustees Dujsik, to approve the payment of the February 8, 2016 invoices, as presented. Roll #3 was called. Voting was 'Aye' by Trustee Buergel, Dujsik, Engelbrecht, Olson, Schneider and President McKendree. No 'Nays'. Motion carried. 6 – 0.
- PAR. 67 Motion made by Trustee Dujsik, seconded by Trustee Buergel, to adjourn the meeting at 9:00 pm. Motion carried by voice vote 6 - 0.

MARY JANE SCHNDEIDER, SECRETARY

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ALSIP-MERRIONETTE PARK  
PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES

APPROVED-AMENDED \_\_\_\_\_ DATE \_\_\_\_\_

/car \*\* Denotes follow-up required