

MINUTES
ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
March 14, 2017

- 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 Trustee Ceretto. Roll was called. Present were Trustees Ceretto, Dujsik, Engelbrecht, and Schneider. Absent were Trustee Buergel, Olson and President McKendree. A quorum was present. Director Cottonaro, Ms. Regan, Business Manager; Ms. Cutshall, Marketing and Outreach Librarian; Ms. Malysa, Youth Services Manager; Ms. Pajor, Adult Services Manager; and Ms. Leyva, Patron Services Manager were also in attendance.
- PAR. 2 The Pledge of Allegiance was recited.
- PAR. 3 Trustee Buergel arrived at 7:03 pm.
- PAR. 4 **MINUTES:** The minutes of the February 14, 2017 regular board meeting were presented for disposition.
- PAR. 5 Trustee Engelbrecht said Par. 27 should read; President McKendree read aloud a patron request for a *USPS post office box at the library.*
- PAR. 6 Motion made by Trustee Dujsik, seconded by Trustee Ceretto, to approve the minutes of February 14, 2017, as amended. Motion carried by voice vote 5 – 0.
- PAR. 7 Trustee Dujsik asked for the minutes of the February 14, 2017 executive meeting.
- PAR. 8 Director Cottonaro said she would submit them for the April 11, 2017 regular board meeting.
- PAR. 9 **ATTORNEY’S REPORT:** No Report.
- PAR. 10 **OFFICERS’ REPORTS:**
- PAR. 11 **PRESIDENT’S REPORT:** No Report.
- PAR. 12 **VICE PRESIDENT:** No Report.
- PAR. 13 **SECRETARY:** No Report.
- PAR. 14 **TREASURER:** The Treasurer’s Report dated February 2017 was presented for approval.
- PAR. 15 Motion made by Trustee Dujsik, seconded by Trustees Ceretto, to place on file the Treasurer’s Report dated February 2017, as presented. Motion carried by voice vote 5 – 0.
- PAR. 16 **FINANCE:** A list of bills dated March 14, 2017 was presented for payment.

- PAR. 17 Motion made by Trustee Dujsik, seconded by Trustee Ceretto, to approve the payment of the March 14, 2017 invoices in the amount of \$114,918.44, as presented. Roll #1 was called. Voting was ‘Aye’ by Trustee Buerger, Ceretto, Dujsik, Engelbrecht, and Schneider. No ‘Nays’. Motion carried. 5 – 0.
- PAR. 18 Director Cottonaro asked the board for a Preliminary Budget Meeting.
- PAR. 19 It was the consensus of the board to set a Preliminary Budget Meeting for April 18, 2017 at 1:00 pm.
- PAR. 20 **BUILDING & GROUNDS:** No Report.
- PAR. 21 **POLICY:** No Report.
- PAR. 22 **BY-LAWS:** No Report.
- PAR. 23 **PUBLIC RELATIONS:** Trustee Engelbrecht reported that the Alsip Candidate Forum went very well and that there was a full house.
- PAR. 24 Trustee Dujsik stated that Trustee Engelbrecht did a great job moderating the forum.
- PAR. 25 **PERSONNEL:** Trustee Dujsik reported that he has received 4 out of 6 Director evaluation forms and reminded the remaining trustees to return their completed form to him ASAP, either in paper form or electronic form.
- PAR. 26 **TRUSTEE EDUCATION:** Director Cottonaro informed all trustees that the American Library Association will be holding its Annual Conference and Exhibition between June 22 – 27, 2017 at the McCormick Place Convention Center, Chicago, IL. She said early bird registration is until noon of March 22, 2017 and if any trustees were interested in attending to let her know.
- PAR. 27 Trustees Dujsik and Engelbrecht replied that they would like to attend the conference.
- PAR. 28 Director Cottonaro will register them and email all trustees with the information.
- PAR. 29 **INSURANCE:** No Report.
- PAR. 30 **AD HOC COMMITTEE REPORTS:**
- PAR. 31 **HISTORY COMMITTEE:** Trustee Engelbrecht reported receiving a donation of historical documents from Trustee Ceretto and thanked her for her contribution.
- PAR. 32 **LIBRARY DIRECTOR’S REPORT:** Director Cottonaro presented her report. Most items had been discussed. Her report was placed on file.
- PAR. 33 Director Cottonaro reported that she would be working the library table at the Alsip Community Expo on March 18, 2017 from 9:30am through 3:30 pm along with the library’s Marketing Librarian; Ms. Jennifer Cutshall and invited all trustees to join her.
- PAR. 34 Director Cottonaro asked the board to schedule a Library Board Strategic Planning meeting.
- PAR. 35 A Board Strategic Planning meeting was set for March 23, 2017, 2:00 pm at the library.

- PAR. 36 Ms. Cutshall presented an oral report to the board, updating them on her schedule of work.
- PAR. 37 She went on to report that she is currently familiarizing herself with the new position. She visited a few local libraries to see how they handle their marketing and public relations. She also stated that she is currently working on the Youth Department spring program marketing.
- PAR. 38 Ms. Cutshall stated that there is so much going on at the library that it's pretty easy to make the library look good.
- PAR. 39 Director Cottonaro reported that Ms. Cutshall attended the Link and Leverage meeting with her and said ideally this is something that Ms. Cutshall would take over to work on promoting the library.
- PAR. 40 Director Cottonaro also mentioned that she is meeting weekly with Ms. Cutshall and pointed out to the board that Ms. Cutshall's work is currently maxing out her 19 hour work position.
- PAR. 41 Ms. Cutshall asked the board if they had any questions.
- PAR. 42 Trustee Engelbrecht asked if she would be handling the library's column in the Mount Greenwood Express.
- PAR. 43 Ms. Cutshall replied she would be as well as other news outlets. She reported that she has registered the library on the Alsip Patch, <http://patch.com/illinois/alsip-crestwood>, (an online community-specific news, information and engagement network), noting that anything uploaded to the library's Facebook page would automatically be uploaded to the patch and the library could also post independently.
- PAR. 44 Ms. Cutshall added that she would also be handling the library's Newsletter.
- PAR. 45 Trustee Engelbrecht asked if she would be handling the library's website and is she currently promoting the World War I program.
- PAR. 46 Ms. Cutshall replied that she will be handling parts of the website but said with her time restraints it would be impossible to keep it current. She went on to say that she would be happy to promote the World War I program.
- PAR. 47 Trustee Engelbrecht suggested she talk to Ms. Navabi, Adult Librarian, currently helping with the World War I program.
- PAR. 48 Director Cottonaro reported that Ms. Pajor did a great job acquiring 10 Wi-Fi hot spots through a grant on Tech Soup, which patrons can take home and are supplied with safe and secure wireless internet access with a loan period of three weeks. She reported they are all checked out.
- PAR. 49 **UNFINISHED BUSINESS:** None.
- PAR. 50 **NEW BUSINESS:** Director Cottonaro presented a contract from Roy Erikson Outdoor Maintenance for the April-November 2017 season.

- PAR. 51 Motion made by Trustee Dujsik, seconded by Trustee Ceretto, to approve the April-November 2017 season contract from Roy Erikson Outdoor Maintenance in the amount of \$450.00 per month, as presented. Roll #2 was called. Voting was 'Aye' by Trustee Buerger, Ceretto, Dujsik, Engelbrecht and Schneider. No 'Nays'. Motion carried 5 – 0.
- PAR. 52 Director Cottonaro asked for permission to close the library on May 19, 2017 for Staff Development Day.
- PAR. 53 Trustee Engelbrecht asked if there are two Staff Development Days per year.
- PAR. 54 Director replied yes, one in the spring and one in the fall.
- PAR. 55 Motion made by Trustee Ceretto, seconded by Trustee Schneider, to approve the closing of the library on May 19, 2017 for Staff Development Day, as presented. Roll #3 was called. Voting was 'Aye' by Trustee Buerger, Ceretto, Dujsik, Engelbrecht and Schneider. No 'Nays'. Motion carried 5 – 0.
- PAR. 56 Director Cottonaro presented a contract from Patten Power Systems for annual maintenance services for the library's generator.
- PAR. 57 Motion made by Trustee Ceretto, seconded by Trustee Engelbrecht and Trustee Schneider, to approve the annual maintenance contract from Patten Power Systems for May 1, 2017 through April 30, 2018 in the amount of \$1,915.00, as presented. Roll #4 was called. Voting was 'Aye' by Trustee Buerger, Ceretto, Dujsik, Engelbrecht and Schneider. No 'Nays'. Motion carried 5 – 0.
- PAR. 58 **PUBLIC DISCUSSION:** None.
- PAR. 59 Motion made by Trustee Dujsik, seconded by Trustee Ceretto, to adjourn the meeting at 7:39 pm. Motion carried by voice vote 5 - 0.

MARY JANE SCHNEIDER – SECRETARY

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