

MINUTES
ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
December 9, 2014

- PAR. 1 The regular monthly meeting of the ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES was called to order at 7:34 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. Regan, Business Manager, Ms. Pajor, Adult Services Manager; Ms. Malysa, Youth Services Manager; Ms. Susana Leyva, Technical Services Manager, Ms. Sandra Leyva, Patron Services Manager, and Mr. Poremba, public, were in attendance.
- PAR. 2 The Pledge of Allegiance was recited.
- PAR. 3 **MINUTES:** The minutes of the November 11, 2014 regular board meeting were presented for disposition.
- PAR. 4 Motion was made by Trustee Olson, seconded by Trustee Dujsik, to approve the minutes of November 11, 2014 as presented. Motion carried by voice vote. 6 – 0.
- PAR. 5 **ATTORNEY’S REPORT:** Director Cottonaro reported on her correspondence with the library’s attorney regarding ongoing building issues and said he would have more information at the next regular board meeting on January 13, 2015.
- PAR. 6 **OFFICERS’ REPORTS:**
- PAR. 7 **PRESIDENT’S REPORT:** No Report.
- PAR. 8 **VICE PRESIDENT:** No Report.
- PAR. 9 **SECRETARY:** No Report.
- PAR. 10 **TREASURER:** The Treasurers Report dated November 2014 was presented for approval.
- PAR. 11 President McKendree brought to the attention of other trustees an article from the business section of the Chicago Tribune dated, November 30, 2014, and asked all trustees to review it. Ms. Regan will make copies for all trustees.
- PAR. 12 Motion made by Trustee Ceretto, seconded by President McKendree, to accept and place on file the Treasurer’s Report dated November 2014, as presented. Motion carried by voice vote. 6 – 0.
- PAR. 13 **FINANCE:** A list of bills dated December 9, 2014 was presented for payment.

- PAR. 14 Trustee Dujsik noted that the bank name needs to be changed from Charter One bank to US bank on the monthly financial reports. Ms. Regan will make the necessary corrections.
- PAR. 15 Motion made by President McKendree, seconded by Trustee Ceretto, to authorize and approve payment of the December 09, 2014 bills in the amount of \$149,592.62, 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. 16 A late bill from Ebsco, Inc. in the amount of \$8,993.43 was presented for approval.
- PAR. 17 Motion made by President McKendree, seconded by Trustee Engelbrecht, to authorize and approve payment of the late bill from Ebsco, Inc. in the amount of \$8,993.43, as presented. Roll #2 was called. Voting was 'Aye' by Trustee Ceretto, Dujsik, Engelbrecht, Olson, Schneider and President McKendree. No 'Nays'. Motion carried 6 – 0.
- PAR. 18 **BUILDING & GROUNDS:** No Report.
- PAR. 19 **POLICY:** Trustee Olson reported that the Policy Committee met on December 2, 2014, discussed several policy revisions and recommends these revisions for board approval.
- PAR. 20 Motion made by Trustee Ceretto, seconded by Trustee Schneider, to approve the recommended revisions to the Patron Use of Equipment Policy, the Hours of Operation and Holiday Closure Policy, the Behavioral Expectations Policy and the Vacation Policy, as amended and attached. Roll #3 was called. Voting was 'Aye' by Trustee Ceretto, Dujsik, Engelbrecht, Olson, Schneider and President McKendree. No 'Nays'. Motion carried 6 – 0.
- PAR. 21 Trustee Olson handed out the minutes of the Policy Committee meeting on December 2, 2014 for disposition.
- PAR. 22 Motion made by President McKendree, seconded by Trustee Olson, to approve the minutes of the December 2, 2014 Policy Committee meeting, as presented. Motion carried by voice vote. 6 – 0.
- PAR. 23 **BY-LAWS:** No Report.
- PAR. 24 **PUBLIC RELATIONS:** Trustee Engelbrecht would like the Public Relations Committee to meet to discuss National Library Week, reinstating the library Friends group, developing a library foundation and creating a patron questionnaire survey. A Public Relations Committee meeting was set for January 7, 2015, 1:30 pm. Ms. Regan will send reminders to all board trustees.
- PAR. 25 **PERSONNEL:** Trustee Dujsik reported that he has received other trustee comments regarding the director's evaluation and went on to say that he would collate all comments and supply a compiled report to trustees.

- PAR. 26 **TRUSTEE EDUCATION:** President McKendree and Trustee Engelbrecht stated they will be attending the Chicago Mid-Winter Conference. President McKendree again encouraged other trustees to attend.
- PAR. 27 **INSURANCE:** No Report.
- PAR. 28 **AD HOC COMMITTEE REPORTS:**
- PAR. 29 **HISTORY COMMITTEE:** No Report.
- PAR. 30 **LIBRARY DIRECTOR'S REPORT:** Director Cottonaro presented her report. Most items had been discussed.
- PAR. 31 Director Cottonaro reported that she was asked to serve on the ATLAS (Area Training for Librarians and Staff) Board through 2016.
- PAR. 32 Trustee Engelbrecht left the room at 8:21 pm.
- PAR. 33 President McKendree along with other trustees congratulated Director Cottonaro on her appointment as a trustee for the ATLAS board.
- PAR. 34 Trustee Engelbrecht returned at 8:23 pm.
- PAR. 35 Trustee Ceretto left the room at 8:36 pm.
- PAR. 36 Trustee Ceretto returned at 8:39 pm.
- PAR. 37 **UNFINISHED BUSINESS:** None
- PAR. 38 **NEW BUSINESS:** Director Cottonaro submitted a proposal from Moran Electrical Contracting for board approval.
- PAR. 39 A lively discussion ensued.
- PAR. 40 The Board asked Director Cottonaro to supply the board with two more estimates and
** with costs associated with specific exclusions within the contract.
- PAR. 41 Director Cottonaro stated she would have the 2 additional estimates at the next regular board meeting on January 13, 2015.
- PAR. 42 No motion was made.
- PAR. 43 Trustee Engelbrecht asked Director Cottonaro to supply the board with a copy of the library's staff and public equipment list.

- PAR. 44 Trustee Engelbrecht would like to see more items added to the book donation area. He also suggested having a specific day of the week when new items are placed in the book donation area.
- PAR. 45 President McKendree again asked for data on monthly checkouts of Blu-rays.
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- PAR. 46 Ms. Sandra Leyva replied that SWAN (System Wide Automation Network) had sent the information too late to be included in this month's board packet. She went on to say that the information would be included in next month report.
- PAR. 47 President McKendree asked Ms. Sandra Leyva to include the data in all monthly board reports going forward.
- PAR. 48 Trustee Engelbrecht asked Director Cottonaro if she had received any bids for the electrical work in the Youth Services department.
- PAR. 49 Director Cottonaro replied that she had not and is waiting for the two additional estimates from Elara before moving forward with the work needed in the youth department.
- PAR. 50 **PUBLIC DISCUSSION:** No Report.
- PAR. 51 Motion made by Trustee Dujsik, seconded by Trustee Olson, to adjourn the meeting. Motion carried by voice vote 6 - 0. The meeting adjourned at 8:58 pm.

MARY JANE SCHNEIDER, SECRETARY

ALSIP-MERRIONETTE PARK
PUBLIC LIBRARY DISTRICT
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APPROVED-AMENDED _____ DATE _____

/car ** Denotes follow-up required