

MINUTES
ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
January 13, 2015

- PAR. 1 The regular monthly meeting of the ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES was called to order at 7:32 pm by President McKendree. Roll was called. Present were Trustees Buergel, Ceretto, Dujsik, Engelbrecht, Olson, Schneider and President McKendree. A quorum was present. Ms. Cottonaro, Director; Ms. Regan, Business Manager, Ms. Pajor, Adult Services Manager; Ms. Malysa, Youth 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 December 9, 2014 regular board meeting were presented for disposition.
- PAR. 4 Motion was made by Trustee Olson, seconded by Trustee Dujsik and Trustee Schneider, to approve the minutes of December 9, 2014 as corrected. Motion carried by voice vote 7 – 0.
- PAR. 5 President McKendree asked Director Cottonaro to list all follow-up items from board meetings to the next month's regular agenda under Unfinished Business.
- PAR. 6 **ATTORNEY'S REPORT:**
- PAR. 7 **OFFICERS' REPORTS:**
- PAR. 8 **PRESIDENT'S REPORT:** President McKendree encouraged other trustees to attend the Alsip Village board meeting on Monday, January 19, 2015 at 7:30 pm., she stated that there will be discussion regarding a re-TIF.
- PAR. 9 **VICE PRESIDENT:** No Report.
- PAR. 10 **SECRETARY:** No Report.
- PAR. 11 **TREASURER:** The Treasurers Report dated December 2014 was presented for approval.
- PAR. 12 Motion made by Trustee Dujsik, seconded by Trustee Olson, to accept and place on file the Treasurer's Report dated December 2014, as presented. Motion carried by voice vote. 7 – 0.
- PAR. 13 **FINANCE:** A list of bills dated January 13, 2015 was presented for payment.
- PAR. 14 Motion made by Trustee Olson, seconded by Trustee Engelbrecht, to authorize and approve payment of the January 13, 2015 bills in the amount of \$161,237.82, as presented. Roll #1 was called. Voting was 'Aye' by Trustee Buergel, Ceretto, Dujsik, Engelbrecht, Olson, Schneider and President McKendree. No 'Nays'. Motion carried 7 – 0.
- PAR. 15 **BUILDING & GROUNDS:** Director Cottonaro presented a proposal from Glacier Services for a power quality audit at the library.
- PAR. 16 A lively discussion ensued.

- PAR. 17
** Trustee Dujsik asked Director Cottonaro if she would obtain a quote from Moran Electrical Contracting for the same work.
- PAR. 18 Director Cottonaro said she would and report back to the board.
- PAR. 19 **POLICY:** No Report.
- PAR. 20 **BY-LAWS:** No Report.
- PAR. 21 **PUBLIC RELATIONS:** Trustee Engelbrecht reported that the Public Relations meeting previously scheduled for January 7, 2015 had been cancelled due to the weather and set a new Public Relations meeting for Tuesday, January 27, 2015, 1:30 pm. Ms. Regan will send reminders to all board trustees.
- PAR. 22 **PERSONNEL:** Trustee Dujsik handed out minutes from the January 6, 2015 Personnel Committee meeting with a correction to Paragraph 4, Sentence 1, 'are now under Technical Patron Services', for board approval.
- PAR. 23 Motion made by Trustee Dujsik, seconded by Trustee Olson, to approve the minutes of the Personnel Committee meeting from January 6, 2015, as corrected. Motion carried by voice vote 7 – 0.
- PAR. 24 Trustee Dujsik presented revised job descriptions for Assistant Technical Services Manager, Assistant Youth Services Manager, Assistant Adult Services Manager, and Assistant Patron Services Manager with the recommendation from the Personnel Committee for board approval.
- PAR. 25 Motion made by Trustee Dujsik, seconded by Trustee Olson, to approve the revised job descriptions for Assistant Technical Services Manager, Assistant Youth Services Manager, Assistant Adult Services Manager, and Assistant Patron Services Manager as presented. Roll #2 was called. Voting was 'Aye' by Trustee Buerger, Ceretto, Dujsik, Engelbrecht, Olson, Schneider and President McKendree. No 'Nays'. Motion carried 7 – 0.
- PAR. 26 Trustee Dujsik reported on a closed session to discuss Director Cottonaro's evaluation and was authorized to present the evaluation to Director Cottonaro along with a salary increase retroactive to September 18, 2014. An official letter was given to Director Cottonaro and a copy of said letter was given to all trustees and to Ms. Regan for the personnel files.
- PAR. 27 President McKendree announced she would like to call an executive session at the end of the regular meeting to discuss personnel.
- PAR. 28 **TRUSTEE EDUCATION:** President McKendree again announced that she and Trustee Engelbrecht will be attending the Chicago Mid-Winter Conference.
- PAR. 29
** Director Cottonaro said she would filter the conference sessions of interest to library trustees and forward the list to President McKendree and Trustee Engelbrecht.
- PAR. 30 **INSURANCE:** No Report.
- PAR. 31 **AD HOC COMMITTEE REPORTS:**
- PAR. 32 **HISTORY COMMITTEE:** President McKendree reported that Alsip Major Kitching will be giving a presentation on the book he and Susan L. Bruesch authored at the Worth Park District Historical Museum, 11500 S. Beloit Ave, Worth, IL. on February 4, 2015.

- PAR. 33 **LIBRARY DIRECTOR'S REPORT:** Director Cottonaro presented her report. Most items had been discussed.
- PAR. 34 Director Cottonaro reported that she renewed her FOIA certification which is good for one year and also renewed the library's certification with the State Library.
- PAR. 35 Director Cottonaro reported on a new Illinois law that went into effect January 1, 2015, **PA 98-0930 (HB 5623)** Local government email; Local officials will be required to each maintain an email address accessible to members of the public. The law does allow for the use of uniform single email addresses (for multiple officials) or individual email addresses. The addresses don't have to be searchable but available through a hyperlink on the website.
- PAR. 36 She went on to say that the library has until April 1, 2015 to create the email and that she would create a uniform single email for the trustees. Director Cottonaro will send all trustees the email and password for access.
- PAR. 37
** Director Cottonaro reported issues with cracking in the library's parking lot. The board asked her to look into the problem and report back to them at the next regular board meeting.
- PAR. 38 Director Cottonaro reported that she recently attended a Swan Committee meeting and that she offered our library for the pilot program to test the new credit card system to use for Patrons. She stated that Swan was looking for various size libraries and has not made their decision yet.
- PAR. 39 Director Cottonaro reported that she had submitted all the candidate information to the Cook County Clerk's office on December 17, 2014 and Ms. Regan faxed the unofficial candidate information on January 5, 2015. She went on to say that she will be faxing the official certificate at the end of January.
- PAR. 40 Director Cottonaro reported that she had received and reviewed the street address, range and map and sent it to Attorney Perlman for further review and to confirm the accuracy of the information provided. Attorney Perlman said he would review the information and get back to Director Cottonaro before the filing deadline of January 26, 2015.
- PAR. 41
** President McKendree wants to make sure the recently annexed property is included.
- PAR. 42 Director Cottonaro informed the board that she would like to attend the ALA Conference in San Francisco, CA in June 2015. She also stated that she would like to open the invitation up to the other library departments.
- PAR. 43
** President McKendree asked Director Cottonaro to prepare a budget and report back to the board.
- PAR. 44 Director Cottonaro reported that the library has received the Per Capita Grant letter and was awarded \$27,850.00 which the library should receive by June of 2016.
- PAR. 45 **UNFINISHED BUSINESS:** Director Cottonaro presented a proposal from Moran Electrical Contracting for Multi-stack Chiller Disconnect Switch Installation.

- PAR. 46 A lively discussion ensued.
- PAR. 47 Motion made by Trustee Dujsik, seconded by President McKendree, to accept the proposal from Moran Electrical Contracting for Multi-stack Chiller Disconnect Switch installation in the amount of \$8,100.00 including an additional amount not to exceed \$1,900.00 for any exclusions from the original contract cost. Roll #3 was called. Voting was 'Aye' by Trustee Buergel, Ceretto, Dujsik, Engelbrecht, Olson, Schneider and President McKendree. No 'Nays'. Motion carried 7 – 0.
- PAR. 48 **NEW BUSINESS:**
- PAR. 49 Director Cottonaro presented a proposal from Poblocki Sign Company for installation of window vinyl for interior library windows.
- PAR. 50 The board asked Director Cottonaro to look into other options.
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- PAR. 51 No motion was made.
- PAR. 52 Director Cottonaro asked the board for a budget for National Library Week, April 12 – 19, 2015.
- PAR. 53 Motion made by President McKendree, seconded by Trustee Ceretto, to approve a budget of \$2,500.00 for National Library Week, April 12-15, 2015, not including staff/trustees clothing. Roll #4 was called. Voting was 'Aye' by Trustee Buergel, Ceretto, Dujsik, Engelbrecht, Olson, Schneider and President McKendree. No 'Nays'. Motion carried 7 – 0.
- PAR. 54 **PUBLIC DISCUSSION:** No Report.
- PAR. 55 Motion made by Trustee Ceretto, seconded by Trustee Buergel, to move to an executive session at 8:53 pm to discuss personnel. Motion carried by voice vote 7 – 0.
- PAR. 56 President McKendree reconvened the regular board meeting at 9:05 pm. Roll was called. A quorum was present.
- PAR. 57 Motion made by Trustee Engelbrecht, seconded by Trustee Buergel, to approve a special leave of 8 weeks for Ms. Garibay with a return date of March 8, 2015, as presented. Roll #5 was called. Voting was 'Aye' by Trustee Buergel, Ceretto, Dujsik, Engelbrecht, Olson, and Schneider. 'Nay' by President McKendree. Motion carried 6 – 1.
- PAR. 58 Motion made by Trustee Dujsik, seconded by Trustee Olson, to adjourn the meeting. Motion carried by voice vote 7 - 0. The meeting adjourned at 9:07 pm.

MARY JANE SCHNEIDER, SECRETARY

ALSIP-MERRIONETTE PARK
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APPROVED-AMENDED _____ DATE _____

/car ** Denotes follow-up required