

MINUTES
ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
February 10, 2015

- PAR. 1 The regular monthly meeting of the ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES was called to order at 7:33 pm by President McKendree. Roll was called. Present were Trustees Ceretto, Dujsik, Engelbrecht, Olson, Schneider and President McKendree. Trustee Buergel was absent. A quorum was present. Ms. Cottonaro, Director; Ms. Regan, Business Manager, Ms. Pajor, Adult 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 January 13, 2015 regular board meeting were presented for disposition.
- PAR. 4 Motion was made by President McKendree, seconded by Trustee Engelbrecht, to approve the minutes of January 13, 2015 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:** No Report.
- PAR. 10 **TREASURER:** The Treasurers Report dated January 2015 was presented for approval.
- PAR. 11 Motion made by Trustee Ceretto, seconded by Trustee Dujsik, to accept and place on file the Treasurer’s Report dated January 2015, as presented. Motion carried by voice vote. 6 – 0.
- PAR. 12 **FINANCE:** A list of bills dated February 10, 2015 was presented for payment.
- PAR. 13 Motion made by Trustee Ceretto, seconded by Trustee Olson and Trustee Schneider, to authorize and approve payment of the February 10, 2015 bills in the amount of \$152,176.75, 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. 14 **BUILDING & GROUNDS:** No Report.
- PAR. 15 **POLICY:** No Report.
- PAR. 16 **BY-LAWS:** No Report.
- PAR. 17 **PUBLIC RELATIONS:** Trustee Engelbrecht reported that copies of the minutes from the January 27, 2015 Public Relations Committee meeting were distributed to all trustees for board approval.

- PAR. 18
** It was the consensus of the board that all items recommended by the Public Relations Committee for National Library Week will be added to the March 10, 2015 agenda for board approval.
- PAR. 19 Motion made by Trustee Engelbrecht, seconded by Trustee Dujsik, to accept and place on file the minutes of the January 27, 2015 Public Relations Committee meeting, as presented. Motion carried by voice vote 6 – 0.
- PAR. 20 **PERSONNEL:** Trustee Dujsik reported that all trustees have been given copies of the recently revised job descriptions for their policy manuals.
- PAR. 21 **TRUSTEE EDUCATION:** Trustee Dujsik reported that he will be attending the ILA Library Trustee Forum 2015 Workshop on Saturday, February 14, 2015 at the Chicago Marriott Oak Brook.
- PAR. 22 President McKendree reported that she and Trustee Engelbrecht attended the Chicago Mid-Winter Conference on February 6 – 7, 2015. President McKendree stated there were many interesting exhibits and workshops. She went on to say that the conference was very informative.
- PAR. 23
** President McKendree also asked Director Cottonaro to look into the April 1, 2015 deadline for securing a policy on staff handling of patron credit cards.
- PAR. 24
** President McKendree asked Ms. Regan to supply all trustees and the director with updated business cards.
- PAR. 25 **INSURANCE:** No Report.
- PAR. 26 **AD HOC COMMITTEE REPORTS:**
- PAR. 27 **HISTORY COMMITTEE:** President McKendree reported that Director Cottonaro is currently working on the Story Core Grant which is due February 6, 2015. She went on to offer her help if Director Cottonaro needed it.
- PAR. 28 **LIBRARY DIRECTOR'S REPORT:** Director Cottonaro presented her report.
- PAR. 29 **UNFINISHED BUSINESS:** Director Cottonaro reported on the current fund balance for Trustee and Staff Development to attend the upcoming ALA (American Library Association) Annual Conference in San Francisco, CA, June 25 – 30, 2015.
- PAR. 30 Director Cottonaro also informed the board of the PLA (Public Library Association) annual conference in Denver, Colorado, April 5 – 9, 2016.
- PAR. 31
** Director Cottonaro asked all trustees if they are interested in attending to please contact her as soon as possible to qualify for the early bird rates. She will be happy to supply any trustee with requested information to help them in making their decision.
- PAR. 32 **NEW BUSINESS:** Director Cottonaro asked for approval to close the library to the public for an all-day Staff Development Day, Friday, March 27, 2015.
- PAR. 33 Motion made by President McKendree, seconded by Trustee Ceretto, and Trustee Olson, to approve the closing of the library all day on March 27, 2015 for a Staff Development Day and with an amount not to exceed \$600.00 for the staff lunch. Roll #2 was called. Voting was 'Aye' by Trustee Ceretto, Dujsik, Engelbrecht, Olson, Schneider and President McKendree. No 'Nays'. Motion carried 6 – 0.

- PAR. 34 Trustee Engelbrecht reported that he had been approached by a couple of members of the library's book club, that runs every September through May, and they asked if it was possible to run the current book club year round.
- PAR. 35 Ms. Pajor replied it could and would schedule the additional meetings.
- PAR. 36 President McKendree asked if maybe a second book club could also be scheduled.
- PAR. 37 Ms. Pajor replied she would look in to if a second book club was needed at this time.
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- PAR. 38 President McKendree also asked Ms. Pajor if it was possible to have a genealogy club.
- PAR. 39 Ms. Pajor replied that she hasn't received a lot of questions regarding genealogy, but that she would further investigate the idea with her staff.
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- PAR. 40 President McKendree inquired about the hiring of a Teen Librarian.
- PAR. 41 Director Cottonaro reported that since the first few prospectives fell through, Ms. Pajor is now on her second round of interviews and will hopefully have a candidate within the next month.
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- PAR. 42 Trustee Engelbrecht asked about the progress for showing the current temperature on the library's exterior led sign.
- PAR. 43 Ms. Cottonaro replied that she is working on a solution and will report to the board with any further progress.
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- PAR. 44 **PUBLIC DISCUSSION:** No Report.
- PAR. 45 Motion made by Trustee Dujsik, seconded by Trustee Schneider, to adjourn the meeting. Motion carried by voice vote 6 - 0. The meeting adjourned at 8:40 pm.

MARY JANE SCHNEIDER, SECRETARY

ALSIP-MERRIONETTE PARK
PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES

APPROVED-AMENDED _____ DATE _____

/car ** Denotes follow-up required