

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

- PAR. 1 The regular monthly meeting of the ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES was called to order at 7:37 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. Amy 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 February 10, 2015 regular board meeting were presented for disposition.
- PAR. 4 Motion was made by Trustee Ceretto, seconded by Trustee Dujsik, to approve the minutes of February 10, 2015 as presented. Motion carried by voice vote 7 – 0.
- PAR. 5 **ATTORNEY’S REPORT:** Director Cottonaro read aloud a memorandum, dated February 10, 2015 from Attorney Perlman regarding *‘Internet Web Posting Requirements and Electronic Communication between Public and Elected Officials’*. She went on to assure the board that the library was already in compliance with these requirements.
- PAR. 6 **OFFICERS’ REPORTS:**
- PAR. 7 **PRESIDENT’S REPORT:** No Report.
- PAR. 8 **VICE PRESIDENT:** No Report.
- PAR. 9 **SECRETARY:** Trustee Olson expressed his sincere thanks to the board of trustees and staff for their condolences on the loss of his brother.
- PAR. 10 **TREASURER:** The Treasurers Report dated February 2015 was presented for approval.
- PAR. 11 Motion made by President McKendree, seconded by Trustee Buergel, to accept and place on file the Treasurer’s Report dated February 2015, as presented. Motion carried by voice vote. 7 – 0.
- PAR. 12 **FINANCE:** A list of bills dated March 10, 2015 was presented for payment.
- PAR. 13 Motion made by Trustee Olson, seconded by Trustee Dujsik, to authorize and approve payment of the March 10, 2015 bills in the amount of \$125,488.41, 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. 14 **BUILDING & GROUNDS:** Trustee Engelbrecht asked about the electric floor outlets located in the youth department.
- PAR. 15 Director Cottonaro replied that they are all set to go and that patrons now have access to them.
- PAR. 16 Trustee Engelbrecht inquired about the construction horse located in the parking lot.
- PAR. 17 Director Cottonaro replied that it had been placed there by the maintenance staff due to there being a dip in the asphalt from the cold weather. She went on to report that it would be looked at again when the weather is warmer.
- PAR. 18 Trustee Engelbrecht again asked if there was any information regarding updates for the outdoor led sign.
- PAR. 19 Director Cottonaro informed trustees that she had contacted the sign manufacturer, White Way Sign Company and they haven't been responsive. She went on to report that the library may be looking at purchasing a different program for the sign and possibly an entirely different sign.
- PAR. 20 President McKendree suggested Director Cottonaro phone local businesses for
** help on finding a solution for updating the exterior sign.
- PAR. 21 President McKendree mentioned it was difficult for people sitting in the rear of the large meeting room to view guest speakers and asked Director Cottonaro to research the possibility of projecting the speakers' image on a screen to the back of the room.
- PAR. 22 Director Cottonaro said she would look into the matter.
- PAR. 23 **POLICY:** No Report.
- PAR. 24 **BY-LAWS:** No Report.
- PAR. 25 **PUBLIC RELATIONS:** President McKendree commended Ms. Malysa and the youth department for their hard work on the Pre-School Fair.
- PAR. 26 **PERSONNEL:** Director Cottonaro reported that a new Teen Librarian, Mr. Michael Ayala, has been hired and started work March 9, 2015.
- PAR. 27 The board of trustees requested an introduction of the new Teen Librarian, Michael
** Ayala at the next regular board meeting.
- PAR. 28 President McKendree commented that she really liked the Bristolbot program in the youth department and thanked Ms. Malysa for the sample.
- PAR. 29 President McKendree also commented that she appreciates the comments on the library's Facebook account.

- PAR. 30 **TRUSTEE EDUCATION:** Director Cottonaro asked all trustees if they would be attending the upcoming Annual Trustee Banquet, Friday, April 17, 2015 at Alta Vista Banquets, 430 Addison Road, Addison, IL.
- PAR. 31 Trustee Dujsik and Buerger said they would be attending.
- PAR. 32 Director Cottonaro said she would sign them up.
- PAR. 33 Trustee Dujsik reported on the ILA Library Trustee Forum 2015 Workshop he attended on Saturday, February 14, 2015 at the Chicago Marriott Oak Brook and his report was placed on file.
- PAR. 34 Director Cottonaro distributed copies of the Identity Protection Policy and asked trustees to review and come prepared to vote at the next regular board meeting, April 14, 2015.
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- PAR. 35 **INSURANCE:** No Report.
- PAR. 36 **AD HOC COMMITTEE REPORTS:**
- PAR. 37 **HISTORY COMMITTEE:** No Report.
- PAR. 38 **LIBRARY DIRECTOR'S REPORT:** Director Cottonaro reported on the upcoming Alsip Community Expo on Saturday, March 14, 2015 at Prairie Junior High School. She stated that Ms. Sandra Leyva and Ms. Barbara Bronkala would also be joining her.
- PAR. 39 President McKendree stated she would be working the Expo in the afternoon. She invited other trustees to make an appearance and to wear their new library comic t-shirts.
- PAR. 40 Director Cottonaro also presented a 4 question Strategic Planning Survey for Trustees to review, she went on to say it would be available on the library's website and Facebook account. She would eventually like to have the survey mailed to patrons.
- PAR. 41 Trustee Dujsik suggested adding an answer option of 'other' to Question No. 3.
- PAR. 42 President McKendree suggested additional questions asking 'What electronics do you own?' and 'Do you have access to the internet?'
- PAR. 43 Trustee Engelbrecht thought the survey was rather sparse and suggested adding an answer option of 'books' to Question No. 3. Director Cottonaro replied that the option 'books' would be added to Question No. 3.
- PAR. 44 Director Cottonaro suggested adding the question 'How often do you find what you need at the library?'

- PAR. 45 Trustee Ceretto said that would be useful feedback.
- PAR. 46 Further discussion ensued. Director Cottonaro will draft a revised survey for board approval.
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- PAR. 47 **UNFINISHED BUSINESS:** Director Cottonaro reported that as soon as the new chip card readers are available, the library will be purchasing them for use, which will result in staff not handling patron credit cards.
- PAR. 48 Trustee Olson asked if a policy is needed regarding patron credit card handling.
- PAR. 49 Director Cottonaro replied that she did not think a policy would be needed.
- PAR. 50 Director Cottonaro informed all trustees that their business cards had arrived and have been placed in their respective mailboxes.
- PAR. 51 Director Cottonaro again asked if any other trustees besides President McKendree were interested in attending ALA Conference in San Francisco, CA. They were not.
- PAR. 52 She went on to report that the Adult Services department have been considering a Book Club II and a Genealogy Club by talking to patrons and deciding if there is a large enough interest to dedicate resources to these programs.
- PAR. 53 Trustee Engelbrecht again asked about federal tax forms for patrons.
- PAR. 54 Director Cottonaro replied that our library has received state forms but no libraries are receiving federal forms. She went on to report that the Adult Services department is providing services for patrons by printing a maximum of 2 federal forms per person.
- PAR. 55 Director Cottonaro also reported that patrons have access to web based tax programs.
- PAR. 56 President McKendree would like to see the total number of card holders listed in the monthly board packet.
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- PAR. 57 Director Cottonaro asked for fine amnesty for district card holders for National Library Week.
- PAR. 58 Motion made by President McKendree, seconded by Trustee Engelbrecht, to approve a fine amnesty for district card holders for National Library week only and as an un-advertised special. 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. 59 **NEW BUSINESS:** Director Cottonaro asked for approval to close the library on Sunday, May 24, 2015.

- PAR. 60 Trustee Dujsik asked if this was something that should be broadened for future years.
- PAR. 61 President McKendree replied that the subject of future years should be discussed in a
** Policy Committee Meeting.
- PAR. 62 Motion made by President McKendree, seconded by Trustee Schneider, to approve the closing of the library on May 24, 2015, as presented. 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. 63 Director Cottonaro presented for review Policy 4.10 Circulation of Materials – Loan Periods and Fines.
- PAR. 64 Trustee Olson suggested reviewing this policy during the next Policy Committee Meeting
** being held on April 9, 2015. All other trustees agreed.
- PAR. 65 President McKendree asked Director Cottonaro about her request to look into the issue
** with late notices arriving after an item is overdue.
- PAR. 66 Director Cottonaro replied that once the library has Symphony and Enterprise, (the new library catalog programs starting April 2015) in place, the issue should be corrected.
- PAR. 67 **PUBLIC DISCUSSION:** No Report.
- PAR. 68 Motion made by Trustee Ceretto, seconded by Trustee Buergel, to adjourn the meeting. Motion carried by voice vote 7 - 0. The meeting adjourned at 8:50 pm.

MARY JANE SCHNEIDER, SECRETARY

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APPROVED-AMENDED _____ DATE _____

/car ** Denotes follow-up required