

MINUTES  
ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
April 14, 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 Buerger, Dujsik, Engelbrecht, Olson, and President McKendree. Absent were Trustees Ceretto and Schneider. A quorum was present. Ms. Cottonaro, Director; Ms. Regan, Business Manager; Ms. Pajor, Adult Services Manager; Ms. Amy Malysa, Youth Services Manager; Mr. Ayala, Teen Librarian and Mr. Poremba, public, were in attendance.
- PAR. 2 In the absence of Secretary Schneider, Trustee Dujsik was appointed Secretary Pro-tem.
- PAR. 3 The Pledge of Allegiance was recited.
- PAR. 4 **MINUTES:** The minutes of the March 10, 2015 regular board meeting were presented for disposition.
- PAR. 5 Motion made by Trustee Olson, seconded by Trustee Dujsik, to approve the minutes of March 10, 2015 as presented. Motion carried by voice vote 5 – 0.
- PAR. 6 Director Cottonaro introduced Mr. Michael Ayala, the library's new Teen Librarian to the board.
- PAR. 7 Mr. Ayala reported that he is happy working at the library and is scheduling visits with a few of the surrounding schools. He went on to say that he has also been helping with the computer tutorial classes.
- PAR. 8 President McKendree welcomed Mr. Ayala and introduced him to other trustees in attendance. She went on to wish him much success as the new Teen Librarian.
- PAR. 9 **ATTORNEY'S REPORT:** Director Cottonaro reported that she had received and forwarded the Levy Edit Report to Attorney Perlman for approval.
- PAR. 10 After receiving the approval from the attorney, Director Cottonaro signed and submitted the Levy Edit Report to the Cook County Clerk's office.
- PAR. 11 President McKendree again asked if the attorney had provided a new district map.
- PAR. 12 Director Cottonaro replied that we have not received a new map and that she would follow up on the matter with the attorney.  
\*\*
- PAR. 13 **OFFICERS' REPORTS:**
- PAR. 14 **PRESIDENT'S REPORT:** No Report.
- PAR. 15 **VICE PRESIDENT:** No Report.

- PAR. 16      **SECRETARY:** No Report
- PAR. 17      **TREASURER:** The Treasurer's Report dated March 2015 was presented for approval.
- PAR. 18      Motion made by Trustee Dujsik, seconded by Trustee Buergel, to accept and place on file the Treasurer's Report dated March 2015, as presented. Motion carried by voice vote 5 – 0.
- PAR. 19      **FINANCE:** A list of bills dated April 14, 2015 was presented for payment.
- PAR. 20      Motion made by Trustee Engelbrecht, seconded by Trustee Olson, to authorize and approve payment of the April 14, 2015 bills in the amount of \$152,282.96, as presented. Roll #1 was called. Voting was 'Aye' by Trustee Buergel, Dujsik, Engelbrecht, Olson, and President McKendree. No 'Nays'. Motion carried 5 – 0.
- PAR. 21      **BUILDING & GROUNDS:** Director Cottonaro presented for approval a contract from Roy Erikson Outdoor Maintenance.
- PAR. 22      Motion made by Trustee Buergel, seconded by Trustee Olson, to approve the contract from Roy Erikson Outdoor Maintenance to provide landscape maintenance during the months of April through and including November 2015, as presented. Roll #2 was called. Voting was 'Aye' by Trustee Buergel, Dujsik, Engelbrecht and Olson. 'Nay' by President McKendree. Motion carried 4 – 1.
- PAR. 23      **POLICY:** Trustee Olson presented the minutes from the April 9, 2015 Policy Committee meeting for approval.
- PAR. 24      Motion made by Trustee Olson, seconded by Trustee Engelbrecht, to approve and place on file the minutes of the April 9, 2015 Policy Committee meeting, as presented. Motion carried by voice vote 5 – 0.
- PAR. 25      **BY-LAWS:** No Report.
- PAR. 26      **PUBLIC RELATIONS:** President McKendree asked Director Cottonaro if the patrons are enjoying the new activities at the library.
- PAR. 27      Director Cottonaro replied that patrons were enjoying all the activities at the library.
- PAR. 28      Director Cottonaro also added that she is considering revamping the NewsAMPler newsletter and making all library flyers more uniform so patrons will recognize them as pertaining to the library.
- PAR. 29      Director Cottonaro stated that she will be meeting with the Alsip Park District Director Jeannette Huber to show her the library's art show and to discuss their hosting a Little Free Library.

- PAR. 30 She went on to report that Ms. Malysa, Youth Services Manager, had a great idea to do a 'Story Walk' on one of the Park District's trails. Director Cottonaro will discuss this possibility with Director Huber.
- PAR. 31 Director Cottonaro presented a flyer from the Alsip Park District asking for sponsorship for the Alsip Fun Fest.
- PAR. 32 No motion was made.
- PAR. 33 Director Cottonaro presented a request from the Alsip Chamber of Commerce to participate and donate a gift certificate for their *Shop Alsip* contest. The contest will be held on July 10, 2015.
- PAR. 34 President McKendree asked Director Cottonaro to contact the library's attorney for a written opinion on the matter of sponsorship.  
\*\*
- PAR. 35 Director Cottonaro reminded trustees of the Trustee Coffee Chat with Patrons on Friday, April 17, 2015 from 9 am through 11 am.
- PAR. 36 Trustees Dujsik and Olson said they would be attending.
- PAR. 37 Trustee Engelbrecht invited other trustees to the Friends of the Library meeting, being held on April 22, 2015 at 7 pm in the board conference room.
- PAR. 38 **PERSONNEL:** Director Cottonaro reported that she is in the process of scheduling staff evaluations.
- PAR. 39 **TRUSTEE EDUCATION:** Trustee Dujsik presented a flyer for the Annual Trustee Workshop, hosted by ATLAS (Area Training for Librarians and Staff). The workshop will be held at the Tinley Park Public Library on May 16, 2015 8:30 am – 12:00 pm. He went on to say that he would not be attending the workshop due to a previous engagement.
- PAR. 40 President McKendree mentioned that both speakers, Rick McCarthy and Jamie Rachlin are very good and she highly recommends attending the workshop.
- PAR. 41 Director Cottonaro reminded all trustees that attending the workshop would count towards fulfilling the per capita requirements.
- PAR. 42 Director Cottonaro informed the trustees that they have until May 8, 2015 to decide and that she will send out email reminders.  
\*\*
- PAR. 43 President McKendree presented a flyer for a Booklist webinar on Makerspaces. The webinar will be held on April 30, 2015 1:00 pm. She encouraged all trustees to attend this or another upcoming workshop.  
\*\*

- PAR. 44 Trustee Dujsik announced again that he and Trustee Buergel will be attending the 2015 Annual LACONi Library Trustee Banquet on April 17, 2015 in Addison, IL. Trustee Buergel asked Ms. Regan to supply her with directions.
- PAR. 45 **INSURANCE:** No Report.
- PAR. 46 **AD HOC COMMITTEE REPORTS:**
- PAR. 47 **HISTORY COMMITTEE:** No Report.
- PAR. 48 **LIBRARY DIRECTOR'S REPORT:** Director Cottonaro presented her report, most items had been previously discussed.
- PAR. 49 Director Cottonaro presented a letter from the Illinois Department of Commerce instructing the library to suspend any further grant fund spending until further notice. She assured the board that the library is complying with the notice.
- PAR. 50 Director Cottonaro informed the board that she meet with Jason from Moran Electric, and set up a timeline for the emergency shut off installation on the chiller. The work will be performed dependent upon the weather.
- PAR. 51 Director Cottonaro reported that the recent Alsip Community Expo went very well and that several staff and trustees were present, she added that she looks forward to participating in more future community events.
- PAR. 52 Director Cottonaro reported on the staff in-service and said it went well.
- PAR. 53 Director Cottonaro went on to report that she and Ms. Malysa are registered for a four week online course on strategic planning that starts on May 22 and runs through June 26.
- PAR. 54 President McKendree said that she would like to register for the strategic planning online course as well.
- PAR. 55 Director Cottonaro further invited all trustees to also register, she will email all  
\*\* trustees the link for the online course.
- PAR. 56 Director Cottonaro's report was placed on file.
- PAR. 57 **UNFINISHED BUSINESS:** Director Cottonaro presented for approval Policy No. 8.97 Identity Protection Policy.
- PAR. 58 Motion made by President McKendree, seconded by Trustee Olson, to adopt Policy No. 8.97, Identity Protection Policy, as presented. Roll #3 was called. Voting was 'Aye' by Trustee Buergel, Dujsik, Engelbrecht, Olson and President McKendree. Motion carried 5 – 0.

- PAR. 59 Director Cottonaro presented for approval the updated Policy No. 6.10.2 Holiday Closures.
- PAR. 60 Motion made by Trustee Olson, seconded by Trustee Buergel, to adopt the updated Policy No. 6.10.2, as corrected. Roll #4 was called. Voting was ‘Aye’ by Trustee Buergel, Dujsik, Engelbrecht, Olson, and President McKendree. Motion carried 5 – 0.
- PAR. 61 **NEW BUSINESS:** Director Cottonaro presented for approval Policy No. 6.20.2 Smoking.
- PAR. 62 Motion made by Trustee Olson, seconded by Trustee Dujsik, to adopt Policy No. 6.20.2 Smoking, as presented. Roll #5 was called. Voting was ‘Aye’ by Trustee Buergel, Dujsik, Engelbrecht, Olson, and President McKendree. Motion carried 5 – 0.
- PAR. 63 Director Cottonaro asked for approval to close the library on July 5, 2015 for the holiday weekend.
- PAR. 64 Motion was made by President McKendree, seconded by Trustee Olson, to approve closing Sunday, July 5, 2015. Roll #6 was called. Voting was ‘Aye’ by Trustee Buergel, Dujsik, Engelbrecht, Olson, and President McKendree. Motion carried 5 – 0.
- PAR. 65 **PUBLIC DISCUSSION:** Trustee Buergel commended Ms. Malysa on the library’s current art exhibit. President McKendree would like to see the best of show on the library’s facebook page.
- PAR. 66 President McKendree suggested a youth program with Glenn Shippley, PhD. She stated that he presents a program aimed at exciting children about the science of microscopy. She went on to say that he would supply the microscopes and introduce the children to interesting slide-mounted materials. She stated she would forward more information to the Director and Youth Manager for consideration.
- PAR. 66 Motion made by Trustee Dujsik, seconded by Trustee Buergel, to adjourn the meeting. Motion carried by voice vote 5 - 0. The meeting adjourned at 8:39 pm.

GERALD DUJSIK, SECRETARY, PRO-TEM

---

ALSIP-MERRIONETTE PARK  
PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES

APPROVED-AMENDED \_\_\_\_\_ DATE \_\_\_\_\_

/car \*\* Denotes follow-up required