

MINUTES
ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
July 14, 2015

- PAR. 1 The regular monthly meeting of the ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES was called to order at 7:35 pm by President McKendree. Roll was called. Present were Trustees Buerger, Ceretto, Dujsik, Engelbrecht, Olson, Schneider and President McKendree. A quorum was present. Ms. Cottonaro, Director; Ms. Regan, Business Manager; Ms. Malysa, Youth Services Manager; Ms. Pajor, Adult 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 June 9, 2015 regular board meeting were presented for disposition.
- PAR. 4 Motion made by Trustee Engelbrecht, seconded by Trustee Dujsik, to approve the minutes of June 9, 2015, as presented. Motion carried by voice vote 7 – 0.
- PAR. 5 **ATTORNEY’S REPORT:** Director Cottonaro presented to all trustees a report from the attorney regarding the 2014 EAV and Agency Tax Rate.
- PAR. 6 **OFFICERS’ REPORTS:**
- PAR. 7 **PRESIDENT’S REPORT:**
- PAR. 8 President McKendree reported that she has received requests from a few of the trustees regarding committee assignments. She encouraged other trustees to contact her before the August 11, 2015 regular board meeting stating their preference for serving on a specific committee/s.
- PAR. 9 She went on to remind trustees that Officer Elections and Committee assignments will be added to the August 11, 2015 agenda. She asked all trustees to come prepared to vote.
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- PAR. 10 **VICE PRESIDENT:** No Report
- PAR. 11 **SECRETARY:** Trustee Schneider presented a donation request from the Alsip Police Department for their 32nd Annual National Night Out on August 4, 2015.
- PAR. 12 The board asked Director Cottonaro to inquire as to what specific product donations the Police department could use and to honor their request.
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- PAR. 13 **TREASURER:** The Treasurer’s Report dated June 2015 was presented for approval.

- PAR. 14 Motion made by Trustee Olson, seconded by Trustee Buergel, to place on file the Treasurer's Report dated June 2015, as presented. Motion carried by voice vote 7 – 0.
- PAR. 15 **FINANCE:** A list of bills dated July 14, 2015 was presented for payment.
- PAR. 16 Motion made by Trustee Engelbrecht, seconded by Trustee Buergel, to authorize and approve payment of the July 14, 2015 bills in the amount of \$165,745.63, 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. 17 Ms. Regan presented one late bill from Paul's Upholstering for re-upholstering the youth services children's slide.
- PAR. 18 Motion made by President McKendree, seconded by Trustee Ceretto, to authorize and approve payment of the late bill from Paul's Upholstering in the amount of \$198.75, as presented. Roll #2 was called. Voting was 'Aye' by Trustee Buergel, Ceretto, Dujsik, Engelbrecht, Olson, Schneider and President McKendree. No 'Nays'. Motion carried 7 – 0.
- PAR. 19 **BUILDING & GROUNDS:** Director Cottonaro reported that she has been in contact with a sign company and it was determined that the lower half of the existing sign would stay and that only the top half would have to be replaced. She went on to say she would provide more detailed information to the trustees at the August 11, 2015 regular board meeting.
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- PAR. 20 Trustee Buergel mentioned that the library's landscaping looks great.
- PAR. 21 President McKendree commented on the butterfly island and suggested a few more plants to be added.
- PAR. 22 President McKendree suggested a library walk-through for all trustees a half hour before the next regular board meeting on August 11, 2015. Ms. Regan will remind trustees of the walk-through on the monthly board meeting reminder.
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- PAR. 23 President McKendree encouraged trustees who won't be able to make it early next month, to take a walk around on their own time and report back at the August 11, 2015 board meeting.
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- PAR. 24 **POLICY:** Trustee Olson would like the Policy Committee to meet within the next few months to discuss donations from the library and patron borrowing. Trustees will be informed of the meeting date when it is determined.
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- PAR. 25 **BY-LAWS:** No Report.
- PAR. 26 **PUBLIC RELATIONS:** Trustee Engelbrecht set a Public Relations Committee meeting for August 5, 2015 at 1:00 pm to discuss the new format of the library's newsletter. Ms. Regan will send a reminder to Trustee Olson, Trustee Engelbrecht and President McKendree.
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- PAR. 27 Trustee Engelbrecht reported that there have been several small Friends of the Library meetings and he is hoping to attract more interest for the next meeting to be held on July 22, 2015 at 7:00 pm.
- PAR. 28 **PERSONNEL:** Trustee Dujsik announced that he would not be attending the next regular board meeting on August 11, 2015.
- PAR. 29 Trustee Dujsik reported that the Personnel Committee met on July 8, 2015 at 7:00 pm and presented the minutes from the meeting for approval. He went on to report that the Personnel Committee did not have any recommendations regarding the salary schedule at this time.
- PAR. 30 A Personnel Committee meeting was set for August 25, 2015, 1:00 pm. Ms. Regan will mail reminders to all board members.
- PAR. 31 Motion made by Trustee Dujsik, seconded by Trustee Olson, to accept and approve the minutes of the July 8, 2015, Personnel Committee Meeting minutes, as corrected. Motion carried by voice vote.
- PAR. 32 **TRUSTEE EDUCATION:** President McKendree encouraged all trustees to consider attending the Illinois Library Association 2015 Annual Conference in Peoria, IL. The event will be held from October 21 – 24, 2015 at the Peoria Civic Center.
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- PAR. 33 **INSURANCE:** No Report.
- PAR. 34 **AD HOC COMMITTEE REPORTS:**
- PAR. 35 **HISTORY COMMITTEE:** No Report.
- PAR. 36 **LIBRARY DIRECTOR'S REPORT:** Director Cottonaro presented her report, of which most items had been previously discussed.
- PAR. 37 Director Cottonaro reported that she needs to select 2 days in August with Moran Electric and NHP for HVAC work to be completed. She mentioned that the library will need to be closed for these 2 days.
- PAR. 38 It was the consensus of the board to authorize the Director to select the dates needed and approve the closing of the library for those dates.
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- PAR. 39 Director Cottonaro reported that the Technical Services Manager, Ms. Susana Leyva, observed a Hybrid 2.0 disc repair machine at the ALA Conference and would like to purchase it.

- PAR. 40
** It was the consensus of the board to approve the purchase of the Hybrid 2.0 disc repair machine in order to expedite service to the library patrons and asked Director Cottonaro to add it to the August 11, 2015 agenda as a motion to ratify the action of the approval and purchase.
- PAR. 41 Director Cottonaro reported that the computer classes funded by the IL DCEO/Eliminate the Digital Divide Grant wrapped up last month. She went on to say that the library will continue to offer computer classes and open labs to the public, but on a more limited basis.
- PAR. 42
** Trustee Engelbrecht stated he would like to see a class on using a Smartphone.
- PAR. 43
** President McKendree added that she would like to see a class on using Facebook perhaps to be held at the Heritage for seniors .
- PAR. 44
** Director Cottonaro replied that she would speak to the Adult Service department about adding the suggested classes.
- PAR. 45 President McKendree said she would like to see more adult programs. She went on to say how much she likes all the children's programs and commended Ms. Malysa and her staff.
- PAR. 46 Director Cottonaro reported that 65 new patrons registered for library cards during the Summer Reading Kick-off.
- PAR. 47 Director Cottonaro's report was placed on file.
- PAR. 48 **UNFINISHED BUSINESS:** Ms. Regan presented 3 different options for the 2015 Library Holiday Party.
- PAR. 49 Motion made by President McKendree, seconded by Trustee Ceretto, to approve the proposal from Double Tree Hotel, located in Alsip, for a holiday party to be held on December 11, 2015. Motion carried by voice vote. 7 – 0.
- PAR. 50 **NEW BUSINESS:** Director Cottonaro asked for approval of a proposal from Paul's Upholstery for reupholstering three patron library chairs.
- PAR. 51 Motion made by President McKendree, seconded by Trustee Ceretto and Trustee Olson, to approve the proposal from Paul's Upholstery for reupholstering three patron library chairs in the amount of \$1,391.88, as presented. Roll #3 was called. Voting was 'Aye' by Trustee Buergel, Ceretto, Dujsik, Olson, Schneider and President McKendree. 'Nay' by Trustee Engelbrecht. Motion carried 6 – 1.

- PAR. 52 Director Cottonaro presented an annual maintenance contract from Folding Partition Services for maintenance on the operable wall located between the large meeting rooms.
- PAR. 53 A lively discussion ensued.
- PAR. 54 No motion was made.
- PAR. 55 **PUBLIC DISCUSSION:** None.
- PAR. 56 Motion made by Trustee Dujsik, seconded by Trustee Buerger, to move to executive session at 9:09 pm. Motion carried by voice vote. 7 – 0.
- PAR. 57 President McKendree reconvened the regular board meeting at 9:25 pm. Roll was called. A quorum was present.
- PAR. 58 Motion made by President McKendree, seconded by Trustees Dujsik, to adjust the salary of the Library Director for the Fiscal Year 2015 – 2016, as presented. Roll #4 was called. Voting was ‘Aye’ by Trustee Buerger, Ceretto, Dujsik, Engelbrecht, Olson, Schneider and President McKendree. No ‘Nays’. Motion carried. 7 – 0.
- PAR. 59 Motion to adjourn was made and seconded. Motion carried by voice vote 7 - 0. The meeting adjourned at 9:26 pm.

MARY JANE SCHNDEIDER, SECRETARY

ALSIP-MERRIONETTE PARK
PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES

APPROVED-AMENDED _____ DATE _____

/car ** Denotes follow-up required