

MINUTES
ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
March 11, 2014

- PAR. 1 The regular monthly meeting of 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 Buergel, Ceretto, Dujsik, Engelbrecht, Olson, Schneider, and President McKendree. A quorum was present. Ms. Regan, Business Manager; Ms. Pajor, Adult Services Manager; Ms. Malysa, Youth Services Manager; Ms. Sandra Leyva, Patron Services Manager, and Ms. Susana Leyva, Technical Services Manager were in attendance.
- PAR. 2 The Pledge of Allegiance was recited.
- PAR. 3 **MINUTES:** The minutes of the February 11, 2014 regular board meeting were presented for disposition.
- PAR. 4 Motion was made by Trustee Dujsik, seconded by Trustee Buergel, to approve the minutes of February 11, 2014 as presented. Motion carried by voice vote. 7 – 0.
- PAR. 5 The minutes of the February 24, 2014 personnel committee meeting were presented for disposition. Motion was made by Trustee Dujsik, seconded by Trustee Olson, to approve the minutes of February 24, 2014 as presented. Motion carried by voice vote. 7 – 0.
- PAR. 6 The minutes of the February 27, 2014 policy committee meeting were presented for disposition. Motion was made by Trustee Olson, seconded by Trustee Engelbrecht, to approve the minutes of February 27, 2014 as presented. Motion carried by voice vote. 7 – 0.
- PAR. 7 **ATTORNEY’S REPORT:** No Report.
- PAR. 8 **OFFICERS’ REPORTS:**
- PAR. 9 **PRESIDENT’S REPORT:** President McKendree commended Ms. Pajor and her staff for an amazing presentation at the Alsip Chamber of Commerce Expo. She went on to say that she enjoyed working at the library’s exhibit and that Trustees Buergel, Schneider and Engelbrecht also attended.
- PAR. 10 President McKendree stated that it was a great outreach opportunity for the library.
- PAR. 11 **VICE PRESIDENT:** No Report.
- PAR. 12 **SECRETARY:** No Report.
- PAR. 13 **TREASURER:** The Treasurers Report dated February 2014 was presented for approval.
- PAR. 14 Motion made by Trustee Buergel, seconded by Trustee Olson, to accept and place on

file the Treasurer's Report dated February 2014, as presented. Motion carried by voice vote. 7 – 0.

- PAR. 15 **FINANCE:** A list of bills dated March 11, 2014 was presented for payment.
- PAR. 16 Motion made by President McKendree, seconded by Trustee Buergel, to authorize and approve payment of the March 11, 2014 bills in the amount of \$177,264.51, 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 **BUILDING AND GROUNDS:** President McKendree reported that she met with the Board Consultant. The consultant recommended purchasing more floor mats for the library's front entrance.
- PAR. 18 President McKendree also noted patrons eating outside food in the internet café and reminded staff that outside food is not allowed.
- PAR. 19 **POLICY:** Trustee Olson presented the revised Meeting Room Policy for approval.
- PAR. 20 Motion made by Trustee Olson, seconded by Trustee Buergel, to approve the revised Meeting Room Policy, as corrected. 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. 21 Motion made by President McKendree, seconded by Trustee Ceretto, to approve revised Policy, Section VI Use of Library Facilities, No. 6.20.1 Food and Beverages, 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. 22 Ms. Regan will copy and three-hole punch for board policy binders.
- PAR. 23 Trustee Olson handed out revised copies of the Collection Development Policy and the
** In-House Use of Equipment Policy. He suggested trustees review these policies and come prepared to consider at the April 8, 2014 regular board meeting.
- PAR. 24 Trustee Olson thanked Ms.Trela for her hard work on reviewing said policies.
- PAR. 25 **BY-LAWS:** No Report.
- PAR. 26 **PUBLIC RELATIONS:** No Report.
- PAR. 27 **PERSONNEL:** Trustee Dujsik announced that the library's new Director, Ms. Cottonaro will begin working on March 17, 2014.
- PAR. 28 Trustee Dujsik reminded trustees that the Business Manager's job description still needs to be reviewed and would like it added to the April 2014 agenda for discussion.
- PAR. 29 President McKendree commended the personnel committee and the entire board on their recent

hard work and multiple meetings. She went on to specifically commend Trustee Dujsik for his overall handling of the entire process of hiring the new director.

PAR. 30 **TRUSTEE EDUCATION:** President McKendree again asked if any trustees were interested in attending the PLA Conference in Indianapolis, IN.

PAR. 31 The board declined at this time, citing previous commitments.

PAR. 32 **INSURANCE:** No Report.

PAR. 33 **AD HOC COMMITTEE REPORTS:**

PAR. 34 **HISTORY COMMITTEE:** President McKendree reported that the Mayor of Alsip recently released a photo book on the history of Alsip.

PAR. 35 **LIBRARY DIRECTOR'S REPORT:** Ms. Regan reported that plumbers informed the library maintenance staffs that the current ejector pumps are not sufficient for a building of this size.

PAR. 36 The board asked Ms. Regan to look into estimates for replacing the existing pumps with grinder pumps.

PAR. 37 Ms. Regan reported that she had contacted several companies with regards to testing the air quality on the lower level of the library.

PAR. 38 President McKendree suggested Ms. Regan contact the Alsip Fire Department and ask if they still have the equipment for air testing.

PAR. 39 Ms. Regan suggested the need of a part-time monitor.

PAR. 40 President McKendree and Trustee Ceretto commended Ms. Regan on doing a good job in the absence of a director.

PAR. 41 **UNFINISHED BUSINESS:** No Report.

PAR. 42 **NEW BUSINESS:** Ms. Regan asked for approval of the contract from the electric provider.

PAR. 43 Motion made by President McKendree, seconded by Trustee Buerger, to approve a 3 year contract with Constellation New Energy, Inc. from 5/07/14 – 5/07/17 with an energy price non TOU of \$0.06086, 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. 44 Discussion ensued regarding correspondence from a local business concerning the library's faxing service.

PAR. 45 Ms. Pajor again informed the board that library staff recommends the local business for any patrons needing a confirmation of their fax.

- PAR. 46 The board asked Ms. Regan to give a copy of the letter to the new director. They also asked Ms. Regan to keep track of the monthly faxing income and have material prepared to respond to the local business.
- PAR. 47 **PUBLIC DISCUSSION:** Ms. Sandra Leyva asked the board to review a patrons request to waive outstanding fines of \$727.00.
- PAR. 48 After reviewing the documentation presented, it was the consensus of the board to not waive the fines. The board also commended Ms. Leyva on her handling of the situation.
- PAR. 49 Trustee Buergel asked why the library wasn't supplying income tax forms this year.
- PAR. 50 Ms. Pajor replied that with the library's recent move off-site and back again, they didn't order the forms. She went on to say that the reference department is willing and able to print forms for any patron if so requested.
- PAR. 51 Trustee Ceretto instructed Ms. Pajor to have the forms available for next year.
- PAR. 52 Trustee Engelbrecht suggested Ms. Pajor add an article in the next newsletter announcing the tax forms will again be available in 2015, providing their availability to the library from the government.
- PAR. 53 Trustee Ceretto suggested waiting to post an article until closer to next tax season.
- PAR. 54 Motion made by Trustee Ceretto, seconded by Trustee Olson, to move to an executive session at 9:07 pm. Motion carried by voice vote. 7 – 0.
- PAR. 55 President McKendree reconvened the regular board meeting at 9:20 pm. Roll was called. A quorum was present.
- PAR. 56 Motion was made by President McKendree, seconded by Trustee Schneider, to approve the recommendation of the Committee of the Whole with regard to salary adjustments. Roll #5 was called. Voting was 'Aye' by Trustee Buergel, Ceretto, Dujsik, Engelbrecht, Olson, Schneider, and President McKendree. No 'Nays'. Motion carried 7 – 0.
- PAR. 57 Motion made by Trustee Ceretto, seconded by President McKendree, to adjourn the meeting. Motion carried by voice vote 7 - 0. The meeting adjourned at 9:21 pm.

MARY JANE SCHNEIDER, SECRETARY

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APPROVED-AMENDED _____ DATE _____

/car ** Denotes follow-up required