

MINUTES  
ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
April 8, 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 Ceretto, Dujsik, Engelbrecht, Olson, Schneider, and President McKendree. Absent was Trustee Buergel. A quorum was present. Ms. Cottonaro, Director; 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. Mr. Poremba, public was also in attendance.
- PAR. 2 The Pledge of Allegiance was recited.
- PAR. 3 **MINUTES:** The minutes of the March 11, 2014 regular board meeting were presented for disposition.
- PAR. 4 Motion was made by Trustee Dujsik, seconded by Trustee Olson, to approve the minutes of March 11, 2014 as presented. Motion carried by voice vote. 6 – 0.
- PAR. 5 **ATTORNEY’S REPORT:** Trustee Engelbrecht asked if the attorney has provided a map of the Alsip-Merrionette Park Public Library District, as requested.
- PAR. 6 Ms. Cottonaro stated she would contact the attorney and make sure he is working on providing the map for the trustees.
- PAR. 7 **OFFICERS’ REPORTS:**
- PAR. 8 **PRESIDENT’S REPORT:** President McKendree formally welcomed Director Cottonaro to her first Alsip-Merrionette Park Public Library District board meeting.
- PAR. 9 President McKendree announced that the board’s Library Consultant has resigned.
- PAR. 10 **VICE PRESIDENT:** No Report.
- PAR. 11 **SECRETARY:** No Report.
- PAR. 12 **TREASURER:** The Treasurers Report dated March 2014 was presented for approval.
- PAR. 13 Motion made by Trustee Dujsik, seconded by Trustee Olson, to accept and place on file the Treasurer’s Report dated March 2014, as presented. Motion carried by voice vote. 6 – 0.
- PAR. 14 Trustee Engelbrecht asked if there are any guidelines for ordering large print material.

- PAR. 15 Ms. Pajor replied that large print material is ordered based on popularity and patron request. She went on to report that she has been and is currently encouraging her staff that when ordering a popular item to also order a large print at the same time.
- PAR. 16 **FINANCE:** A list of bills dated April 8, 2014 was presented for payment.
- PAR. 17 Motion made by President McKendree, seconded by Trustee Engelbrecht, to authorize and approve payment of the April 8, 2014 bills in the amount of \$126,254.87, 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. 18 **BUILDING AND GROUNDS:** Motion made by Trustee Engelbrecht, seconded by Trustee Ceretto, to table the discussion of floor mats for the library until the next regular board meeting. Motion carried by voice vote. 6 – 0.
- PAR. 19 Trustee Engelbrecht inquired about the library's ejector pumps.
- PAR. 20 Ms. Regan replied that we are currently waiting for one more estimate.
- PAR. 21 Trustee Dujsik asked if the Library Consultant has resigned.
- PAR. 22 President McKendree replied that yes, the Library Consultant has indeed resigned.
- PAR. 23 **POLICY:** Trustee Olson reported that copies of the revised and approved Meeting Room Policy were supplied to all trustees for their Policy Manual.
- PAR. 24 He also stated that the minutes from the March 4, 2014 Policy Committee Meeting will be added for approval at the May 13, 2014 regular board meeting.
- PAR. 25 Trustee Olson reported that all trustees were supplied with the revised Collection Development Policy and the In-House Use of Equipment Policy for review.
- PAR. 26 No motion was made.
- PAR. 27 President McKendree set a Policy Committee Meeting for May 6, 2014 at 1:00 pm. She also asked Ms. Cottonaro to attend.
- PAR. 28 Trustee Dujsik noted numerous procedures in the Collection Development Policy and the In-House Use of Equipment Policy and questioned if procedures should be included in the Policy Manual. He went on to inquire if there was a separate Procedure Manual for staff.
- PAR. 29 Ms. Cottonaro replied that all departments have running procedures.
- PAR. 30 Trustee Dujsik suggested that the Policy Committee look into the matter under 'Material Accountability'.
- PAR. 31 **BY-LAWS:** No Report.

- PAR. 32        **PUBLIC RELATIONS:** Trustee Engelbrecht would like an introduction of the New Library Director in the next library newsletter. He intends on interviewing the new Director in the next few weeks.
- PAR. 33        President McKendree said it was nice to read all the comments from library patrons.
- PAR. 34        **PERSONNEL:** No Report.
- PAR. 35        **TRUSTEE EDUCATION:** Trustee Dujsik reported that on May 3, 2014, ATLAS is hosting an educational session entitled; ‘Thank you for your comments’ at New Lenox Public Library.
- PAR. 36        President McKendree, Trustee Engelbrecht, and Trustee Schneider said they would be attending. Ms. Cottonaro will also be attending and will register all trustees.
- PAR. 37        Trustee Dujsik reminded the board that the Business Manager’s job description still needs to be reviewed.
- PAR. 38        President McKendree would like to address this issue when the personnel committee meets to discuss the next fiscal year budget and annual raises.
- PAR. 39        President McKendree asked Ms. Cottonaro if she had a chance to review the Business Manager’s job description.
- PAR. 40        She replied that if this is a new description, she had not, but mentioned that she would like to work with the Management Association to bring all job descriptions current.
- PAR. 41        Ms. Cottonaro went on to say she would look into the cost for the project and report back to the board.
- PAR. 42        **INSURANCE:** No Report.
- PAR. 43        **AD HOC COMMITTEE REPORTS:**
- PAR. 44        **HISTORY COMMITTEE:** No Report.
- PAR. 45        **LIBRARY DIRECTOR’S REPORT:** Ms. Cottonaro presented her report. She hoped that the board approved the structure of her report. She went on to state that she likes to keep her report to approximately 2 pages along with her weekly email update to all trustees.
- PAR. 46        She went on to report that she is currently working desk shifts in each department.
- PAR. 47        Ms. Cottonaro reported that all Managers have been a big help with settling into her new job, especially Ms. Regan.
- PAR. 48        She also asked for approval to have an all-day in-staff service day in either August or September.
- PAR. 49        She reported that she is currently looking into outdoor sprinklers for the library. She hopes to have more for the board to review at the May 13, 2014 board meeting.

- PAR. 50 In an effort to go green, Ms. Cottonaro asked the board if they would be interested in using laptops or tablets instead of paper for future board packets.
- PAR. 51 It was the consensus of the board to move forward with the tablets.
- PAR. 52 Ms. Cottonaro reported that all the windows and the lobby floor will be cleaned this weekend.
- PAR. 53 Trustee Schneider and Trustee Olson said they like Ms. Cottonaro's weekly email updates to trustees.
- PAR. 54 Ms. Cottonaro asked if the board wanted to review the procedure addressing staff fines.
- PAR. 55 It was the consensus of the board not to change the procedure regarding staff fines, but to include trustees for the same procedure.
- PAR. 56 **UNFINISHED BUSINESS:** No Report.
- PAR. 57 **NEW BUSINESS:** Ms. Cottonaro asked for approval to adopt Resolution No. 14-04-R-1, Appointing Director Cottonaro as IMRF Authorized Agent.
- PAR. 58 Motion made by Trustee Schneider, seconded by Trustee Dujsik and Trustee Ceretto, to approve Resolution No. 14-04-R-1, Appointing Director Cottonaro as IMRF Authorized Agent, as presented. Roll #2 was called. Voting was 'Aye' by Trustee Ceretto, Dujsik, Engelbrecht, Olson, Schneider, and President McKendree. No 'Nays'. Motion carried 6 – 0.
- PAR. 59 Ms. Cottonaro asked for approval to appoint Director Cottonaro as Authorized Illinois Funds Account Manager.
- PAR. 60 Motion made by Trustee Dujsik, seconded by Trustee Olson, to appoint Director Cottonaro as Authorized Illinois Funds Account Manager, as presented. Roll #3 was called. Voting was 'Aye' by Trustee Ceretto, Dujsik, Engelbrecht, Olson, Schneider, and President McKendree. No 'Nays'. Motion carried 6 – 0.
- PAR. 61 Ms. Cottonaro presented for approval the landscape maintenance contract from Roy Erikson Outdoor Maintenance.
- PAR. 62 Motion made by Trustee Ceretto, seconded by Trustee Engelbrecht, to approve the landscape maintenance contract for the Spring/Summer 2014 season with Roy Erikson Outdoor Maintenance, as presented. Roll #4 was called. Voting was 'Aye' by Trustee Ceretto, Dujsik, Engelbrecht, and Olson. President McKendree voting 'Nay'. Trustee Schneider 'abstained'. Motion carried 4 – 1 - 1.
- PAR. 63 Ms. Cottonaro asked for approval to change the hours for the Administrative Office Assistant position from part-time to full-time.
- PAR. 64 The board would like to see a job description and ad for the position before making a decision. The board would also like to see the job reflected on the salary schedule.

- PAR. 65 Ms. Cottonaro asked for approval to hire 1-2 part-time monitors for after school hours.
- PAR. 66 It was the consensus of the board to approve the posting for the monitor positions.
- PAR. 67 Discussion ensued regarding possible new positions for a Marketing/Public Relations Coordinator and a Teen Librarian.
- PAR. 68 The board would like Ms. Cottonaro to provide a job description with salary for board review and discussion at the next budget meeting.
- PAR. 69 No motion made.
- PAR. 70 Trustee Schneider asked for approval to purchase a sign for the front entrance drop-off lane to deter vehicles from parking there.
- PAR. 71 It was the consensus of the board to see if the new monitor position would be enough to correct the issue.
- PAR. 72 **PUBLIC DISCUSSION:** President McKendree commented that she really liked all the department reports on attending PLA Conference. She would like to hear about any future workshops for trustees.
- PAR. 73 President McKendree asked that the board be included on any library t-shirt orders. She went on to say that she would like to have one. Staff should email board for their sizes.
- PAR. 74 President McKendree also stated that she would like to see the library bronze plaques hung in the lobby.
- PAR. 75 Motion made by Trustee Dujcik, seconded by Trustee Ceretto, to adjourn the meeting. Motion carried by voice vote 6 - 0. The meeting adjourned at 9:04 pm.

MARY JANE SCHNEIDER, SECRETARY

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ALSIP-MERRIONETTE PARK  
PUBLIC LIBRARY DISTRICT  
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APPROVED-AMENDED \_\_\_\_\_ DATE \_\_\_\_\_

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