

MINUTES  
ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
August 11, 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 Buergel, 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. Susana Leyva, Technical Services Manager; Ms. Sandra Leyva, Patron Services Manager; Attorney Perlman and Mr. Poremba, and Mrs. Engelbrecht public, were in attendance.
- PAR. 2 The Pledge of Allegiance was recited.
- PAR. 3 **MINUTES:** The minutes of the July 14, 2015 regular board meeting were presented for disposition.
- PAR. 4 Motion made by President McKendree, seconded by Trustee Olson, to approve the minutes of July 11, 2015, as presented. Motion carried by voice vote 7 – 0.
- PAR. 5 **ATTORNEY’S REPORT:** Attorney Perlman presented *Ordinance No. 15-9-2, AN ORDINANCE PROVIDING FOR A BUDGET AND APPROPRIATIONS FOR THE FISCAL YEAR BEGINNING ON JULY 1, 2015 AND ENDING ON JUNE 30, 2016 FOR THE ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT*, in tentative form for approval.
- PAR. 6 Attorney Perlman informed the board that Ordinance 15-9-2 will be available for public viewing in the library’s Administrative office for 30 days and formally posted in a public newspaper.
- PAR. 7 President McKendree asked the attorney when the current library bonds expire.
- PAR. 8 Attorney Perlman replied in 2020.
- PAR. 9 Attorney Perlman stated that the final Ordinance No. 15-9-2 will be presented at the regular September 8, 2015 board meeting for approval. He went on to say that he would provide the final ordinance for board review a couple of weeks ahead of the meeting.
- PAR. 10 Motion made by Trustee Ceretto, seconded by Trustee Dujsik, to accept *Ordinance No. 15-9-2, AN ORDINANCE PROVIDING FOR A BUDGET AND APPROPRIATIONS FOR THE FISCAL YEAR BEGINNING ON JULY 1, 2015 AND ENDING ON JUNE 30, 2016 FOR THE ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT*, in tentative form for approval, 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. 11 Attorney Perlman provided the board with a current district map for the library.
- PAR. 12 The trustees would like the maps framed, with one hung in the board room and the other  
\*\* in the library lobby.
- PAR. 13 President McKendree reported on the current standing of the Alsip Village TIF.
- PAR. 14 Attorney Perlman said he would be present at the October 13, 2015 regular board meeting to present the levy. The Attorney left the meeting at 7:55 pm.
- PAR. 15 **ELECTION OF OFFICIERS:** President McKendree called for nominations for Board President.
- PAR. 16 Motion made by Trustee Schneider, seconded by Trustee Olson, to nominate and retain President McKendree as Board President. President McKendree accepted the nomination. President McKendree let three calls for any additional nominations. There were none. Nominations were closed.
- PAR. 17 Motion made by Trustee Dujsik, seconded by Trustee Ceretto , to elect Trustee McKendree as Board President by acclamation. Motion carried by voice vote 6 – 1.
- PAR. 18 President McKendree called for nominations for Board Vice-President.
- PAR. 19 Motion made by Trustee Schneider to nominate Trustee Dujsik as Board Vice-President. Vice-President Buergel stated she would like to remain Vice-President. President McKendree let three calls for any additional nominations. There were none. Nominations were closed. A sealed ballot vote will be conducted at the end of the meeting.
- PAR. 20 President McKendree called for nominations for Board Secretary.
- PAR. 21 Motion made by Trustee Ceretto, seconded by Trustee Buergel, to nominate and retain Secretary Schneider for Board Secretary. Secretary Schneider accepted the nomination. President McKendree let three calls for any additional nominations. There were none. Nominations were closed.
- PAR. 22 Motion made by Trustee Ceretto, seconded by Trustee Olson, to elect Trustee Schneider as Board Secretary by acclamation. Motion carried by voice vote 7 – 0.
- PAR. 23 President McKendree called for nominations for Board Treasurer.
- PAR. 24 Motion made by Trustee Olson, seconded by Trustee Buergel, to nominate and retain Treasurer Ceretto for Board Treasurer. Treasurer Ceretto accepted the nomination. President McKendree let three calls for any additional nominations. There were none. Nominations were closed.
- PAR. 25 Motion made by Trustee Dujsik, seconded by Trustee Ceretto, to elect Trustee Ceretto as Board Treasurer by acclamation. Motion carried by voice vote 7 – 0.

PAR. 26        OFFICERS' REPORTS:

PAR. 27        PRESIDENT'S REPORT:

PAR. 28        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  
                     end of the meeting stating their preference for serving on a specific committee.

PAR. 29        President McKendree reported that District 126 is supplying all grades one through six  
                     students with a computer this year.

PAR. 30        President McKendree is still waiting for narratives regarding any and all needs for new  
\*\*                furniture, new computers, or anything new. She would also like a narrative from Adult  
                     Services regarding the Adult Summer reading program planned for 2016.

PAR. 31        Trustee Ceretto asked if there was going to be any more funding for the Adult Services  
                     Program budget line for next year.

PAR. 32        Director Cottonaro replied that the tentative budget is a reflection of spending for the last  
                     two years and that a new Teen budget line, 433C was added. She stated that since the  
                     adult department did not spend out the budget line from last fiscal year, it would remain  
                     the same for the new fiscal year.

PAR. 33        President McKendree would like Director Cottonaro to bring to the board specific ideas  
\*\*                from adult services regarding the 2016 Adult programming schedule.

PAR. 34        President McKendree mentioned again that Trustee Engelbrecht would like to see a  
\*\*                report on database usage from adult services.

PAR. 35        Trustee Ceretto would like a report of all the computer classes to be offered in the fall.  
\*\*

PAR. 36        Ms. Pajor replied that the classes will be listed in the Fall Newsletter.

PAR. 37        Trustee Ceretto said that the trustees would prefer to be given a list of the classes before  
                     the newsletter is mailed.

PAR. 38        President McKendree would like a report on adult programs to be offered in November  
\*\*                and for the rest of the fiscal year.

PAR. 39        Ms. Pajor replied that they do not have an entire year planned. She went on to explain  
                     that they go by what is popular and the attendance at prior programs. She said sometimes  
                     they rebook an especially popular program so that other patrons have a chance to  
                     sign up for it.

PAR. 40        Trustee Engelbrecht would like to see more programs held at the Alsip Heritage  
\*\*                apartment complex.

PAR. 41        President McKendree asked about the Facebook program and why it was scheduled for  
                     so early in the morning at 9:00 am and then was cancelled.

- PAR. 42 Ms. Pajor replied that she was not aware of the cancellation.
- PAR. 43 President McKendree would like an adult Facebook class offered at the Alsip Heritage  
\*\* apartments.
- PAR. 44 President McKendree suggested having adult services inquire at the Alsip Park  
\*\* District who offers a program called the Lunch Bunch.
- PAR. 45 Director Cottonaro reported that Ms. Ruiz is planning a bus trip for adult patrons to a local theatre in the fall.
- PAR. 46 Trustee Dujsik noted that the library's heating bill has gone down significantly due to the geo-thermal heating.
- PAR. 47 Trustee Dujsik asked if Adult Programming could use more funding since the board would like to see more adult programs.
- PAR. 48 Director Cottonaro again reported that the fund hasn't been spent out for the last two years and would like to see how it goes for this year. She went on to point out that the youth department's budget is larger due to the numerous crafts they purchase for their programs, whereas the adult programs do not require them.
- PAR. 49 **VICE PRESIDENT:** No Report.
- PAR. 50 **SECRETARY:** No Report.
- PAR. 51 **TREASURER:** The Treasurer's Report dated July 2015 was presented for approval.
- PAR. 52 Motion made by Trustee Olson, seconded by Trustee Engelbrecht, to place on file the Treasurer's Report dated July 2015, as presented. Motion carried by voice vote 7 – 0.
- PAR. 53 **FINANCE:** A list of bills dated August 11, 2015 was presented for payment.
- PAR. 54 Trustee Engelbrecht would like to see a '*Database of the Month*' article in the library's  
\*\* quarterly newsletters.
- PAR. 55 Trustee Engelbrecht also suggested library staff utilize Home Depot instead of  
\*\* Menards when possible.
- PAR. 56 Motion made by Trustee Engelbrecht, seconded by Trustee Buerger and Trustee Olson, to authorize and approve payment of the August 11, 2015 bills in the amount of \$140,952.48, as presented. Roll #1 was called. Voting was 'Aye' by Trustee Buerger, Ceretto, Dujsik, Engelbrecht, Olson, Schneider and President McKendree. No 'Nays'. Motion carried 7 – 0.

- PAR. 57      **BUILDING & GROUNDS:** Trustee Buergel reported that during her walk around the exterior of the library she noticed several issues that need attention, dead trees, ivy growing on the steps of the east side emergency stairway, landscaping around the LED sign need pruning, several bare spots around the sign, and excessive amount of weeds.
- PAR. 58      Trustee Engelbrecht mentioned the black edge of the building along the south side seems  
\*\*              to be deteriorating. Director Cottonaro will have the maintenance department investigate the problem.
- PAR. 59      President McKendree also mentioned that the bushes on the south side look dead.
- PAR. 60      Ms. Regan will contact the landscaping company and have the issues addressed.  
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- PAR. 61      **POLICY:** Director Cottonaro reminded the board that they still have to meet regarding  
\*\*              developing a policy for gifts and donations.
- PAR. 62      Trustee Olson would like to set a Policy Committee meeting and will contact Director Cottonaro and give her a list of available dates in September.
- PAR. 63      **BY-LAWS:** No Report.
- PAR. 64      **PUBLIC RELATIONS:** Trustee Engelbrecht presented minutes from the August 6, 2015, Public Relations Committee meeting for approval.
- PAR. 65      Trustee Engelbrecht asked the board for direction regarding the title for the library's quarterly newsletter.
- PAR. 66      A lively discussion ensued.
- PAR. 67      Motion made by Trustee Engelbrecht, seconded by Trustee Ceretto, to retain the title NewsAMPLer as the library's newsletter title. Roll #3 was called. Voting was 'Aye' by Trustee Ceretto, Engelbrecht, and Schneider. 'Nay' by Trustee Dujsik, Olson and President McKendree. 'Abstain' by Trustee Buergel. Motion did not carry.
- PAR. 68      Motion made by Trustee Olson, seconded by Trustee Dujsik, to adopt the title 'AMPL News' as the new title of the library's newsletter. Roll #4 was called. Voting was 'Aye' by Trustee Buergel, Ceretto, Dujsik, Olson and President McKendree. 'Nay' by Trustee Engelbrecht. 'Abstain' by Trustee Schneider abstained. Motion carried 5 – 1 – 1.
- PAR. 69      Motion made by Trustee Engelbrecht, seconded by Trustee Olson to approve the minutes of the August 6, 2015 Public Relations Committee, as presented. Motion carried by voice vote 7 – 0.
- PAR. 70      **PERSONNEL:** Trustee Dujsik reminded trustees of the Personnel Committee meeting which is set for August 25, 2015, 1:00 pm. to discuss the salary schedule. Ms. Regan has mailed reminders to all board members.
- PAR. 71      Trustee Schneider announced that she might not be able to attend the meeting.

- PAR. 72      **TRUSTEE EDUCATION:** President McKendree again 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.
- PAR. 73      **INSURANCE:** No Report.
- PAR. 74      **AD HOC COMMITTEE REPORTS:**
- PAR. 75      **HISTORY COMMITTEE:** No Report.
- PAR. 76      **LIBRARY DIRECTOR’S REPORT:** Director Cottonaro presented her report, of which most items had been previously discussed.
- PAR. 77      Director Cottonaro reported that the birds nesting in one of the library windows have been safely removed and mesh was installed.
- PAR. 78      She went on to report that a long-time dedicated patron and a member of the Book Club, Helen Murtaugh has passed away and it was her wish that in lieu of flowers, donations be made to the Alsip-Merrionette Park Public Library. The library has already received a couple of donations and will be sending thank you notes.
- PAR. 79      Director Cottonaro stated that ATLAS (Area Training for Librarians and Staff) is sponsoring its annual Multi-library in-service on December 4, 2015 and would like all employees to attend.
- PAR. 80      She also informed the board that Ms. Susana Leyva; Technical Services Manager has hired a new part-time employee for the Technical Services department. She informed the trustees that this position had been left unfilled over the course of the SWAN (System Wide Automated Network) migration.
- PAR. 81      Director Cottonaro reminded the board that the library will be closed on August 12 and August 13, 2015 for the HVAC maintenance that was previously approved by the board.
- PAR. 82      Director Cottonaro reported that she will be working on Strategic Planning and  
\*\* establishing a Library Mission Statement leading up to the regular September 8, 2015 regular board meeting for board discussion and a vote. She informed the trustees that she included a link in her report to the University of Chicago’s Library Mission Statement for review if any of the trustees are interested.
- PAR. 83      Director Cottonaro commended Ms. Roe, Youth Services Associate and the entire youth department on all their work with the TAG (Teen Advisory Group) group.
- PAR. 84      Trustee Engelbrecht asked Director Cottonaro to re-send him the information regarding  
\*\* the upcoming 2015 Conference on Illinois History.

- PAR. 85  
\*\* Trustee Dujsik asked for further explanation on the Patron Services monthly report. He indicated that some of the figures weren't adding up and suggested the excel formulas be rechecked.
- PAR. 86  
\*\* Trustee Ceretto would like the board informed of future events at the library in their monthly board packets.
- PAR. 87 Director Cottonaro's report was placed on file.
- PAR. 88 **UNFINISHED BUSINESS:** No Report.
- PAR. 89 **NEW BUSINESS:** Director Cottonaro asked for approval of a proposal from Parvin-Clauss Sign Company for the replacement of the exterior led sign.
- PAR. 90 Motion made by Trustee Engelbrecht, seconded by Trustee Olson, to approve the proposal from Parvin-Clauss Sign Company for the replacement of the exterior LED sign in monochrome in the amount not to exceed \$18,340.00, as presented.
- PAR. 91 Trustee Dujsik pointed out that permit fees are not included and may be an additional charge.
- PAR. 92 Motion made by Trustee Engelbrecht, seconded by Trustee Olson, that the motion be amended by increasing the amount not to exceed \$19,999.00 to include any additional charges for permit fees, as presented. Roll #5 was called. Voting was 'Aye' by Trustee Buerger, Ceretto, Engelbrecht, Olson, Schneider, and President McKendree. No 'Nays'. 'Abstain' by Trustee Dujsik. Motion carried 6 – 0 - 1
- PAR. 93 Director Cottonaro asked to ratify the purchase of one disc resurfacing equipment from Venmill Industries with the discounted price from American Library Association.
- PAR. 94 Motion made by President McKendree, seconded by Trustee Ceretto, to ratify the purchase of one Venmill Industries disc resurfacing equipment in the amount of \$1,349.25, as presented. Roll #6 was called. Voting was 'Aye' by Trustee Buerger, Ceretto, Dujsik, Engelbrecht, Olson, Schneider, and President McKendree. No 'Nays'. Motion carried 7 – 0.
- PAR. 95 Director Cottonaro asked for a fine amnesty for Alsip-Merrionette Park Public Library Patrons only for the month of September 2015 in honor of National Library Card Sign-up Month.
- PAR. 96 Motion made by Trustee Ceretto, seconded by Trustee Schneider, to approve fine amnesty for Alsip-Merrionette Park Public Library patron only for the month of September 2015 in honor of National Library Card Sign-up Month, as presented. Roll #7 was called. Voting was 'Aye' by Trustee Buerger, Ceretto, Dujsik, Engelbrecht, Olson and Schneider. 'Nay' by President McKendree. Motion carried 6 – 1.
- PAR. 97 Director Cottonaro asked for approval to close the library on Friday, October 30, 2015 for Staff In-Service day.
- PAR. 98 Trustee Engelbrecht left the room at 9:38 pm.

- PAR. 99 Motion made by Trustee Ceretto, seconded by Trustee Buergel, to approve closing the library on October 30, 2015 for Staff In-Service day, as presented. Roll #8 was called. Voting was 'Aye' by Trustee Buergel, Ceretto, Dujsik, Olson, Schneider and President McKendree. Trustee Engelbrecht was absent. Motion carried. 6 – 0 – 1.
- PAR. 100 Director Cottonaro asked for approval to close the library on Friday, December 4, 2015 for an ATLAS (Area Training for Librarians and Staff) multi-library training day.
- PAR. 101 Motion made by Trustee Olson, seconded by Trustee Engelbrecht, to approve closing the library on December 4, 2015 for the ATLAS multi-library training day in the morning and a staff in-service day for the afternoon including lunch. Roll #9 was called. Voting was 'Aye' by Trustee Buergel, Ceretto, Dujsik, Engelbrecht, Olson, Schneider, and President McKendree. No 'Nays'. Motion carried 7 – 0.
- PAR. 102 Director Cottonaro asked for approval to purchase one Early Literacy Station computer from AWE.
- PAR. 103 Motion made by President McKendree, seconded by Trustee Olson, to approve the purchase of one Early Literacy Station computer from AWE for the youth department in the amount of \$3,600.00, as presented.
- PAR. 104 \*\* The board would like a usage report from the youth department after computer is installed.
- PAR. 105 Roll #10 was called. Voting was 'Aye' by Trustee Buergel, Ceretto, Dujsik, Engelbrecht, Olson, Schneider, and President McKendree. No 'Nays'. Motion carried 7 – 0.
- PAR. 106 **PUBLIC DISCUSSION:** Trustee Buergel would like to commend Gloria Boyle from Adult Services for researching and finding the materials she had been trying to find for months.
- PAR. 107 Motion made by Trustee Olson, seconded by Trustee Ceretto, to move to executive session at 9:55 pm. Motion carried by voice vote. 7 – 0.
- PAR. 108 President McKendree reconvened the regular board meeting at 10:01 pm. Roll was called. A quorum was present.
- PAR. 109 President McKendree called for a ballot vote for Board Vice-President. Trustees Buergel and Dujsik were both nominated.
- PAR. 110 Director Cottonaro counted the votes and announced four votes for Trustee Buergel as Vice-President, two votes for Trustee Dujsik as Vice-President, and one abstention.



- PAR. 111 Trustee Buergel received the highest number of votes and was named Vice-President.
- PAR. 112 Motion made by Trustee Ceretto, seconded by Trustee Dujsik, to adjourn at 10:07 pm.  
Motion carried by voice vote 7 - 0.

MARY JANE SCHNDEIDER, SECRETARY

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ALSIP-MERRIONETTE PARK  
PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES

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

/car \*\* Denotes follow-up required