

MINUTES
ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
October 13, 2015

- PAR. 1 The regular monthly meeting of the ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES was called to order at 7:38 pm by President McKendree. Roll was called. Present were Trustees Buergel, Ceretto, Engelbrecht, Olson, Schneider and President McKendree. Absent was Trustee Dujsik. A quorum was present. Ms. Cottonaro, Director; Ms. Malysa, Youth Services Manager; Ms. Pajor, Adult Services Manager; Ms. Susana Leyva, Technical Services Manager; Ms. Sandra Leyva, Patron Services Manager; and Alsip Village Trustee Dwyer, Publisher of Share Newspaper, Ms. Umaecker; Alsip Chief of Police, Officer Radz and Mr. Poremba public, were in attendance.
- PAR. 2 The Pledge of Allegiance was recited.
- PAR. 3 **MINUTES:** The minutes of the September 8, 2015 regular board meeting were presented for disposition.
- PAR. 4 Motion made by Trustee Olson, seconded by Trustees Buergel and Ceretto, to approve the minutes of September 8, 2015, as presented. Motion carried by voice vote 6 – 0.
- PAR. 5 **ATTORNEY’S REPORT:** Director Cottonaro presented *ORDINANCE NO. 15-10-3, AN ORDINANCE OF THE ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT APPROVING THE AMENDMENTS TO THE METROPOLITAN LIBRARY SYSTEMS LIBRARY INSURANCE MANGEMENT AND RISK CONTROL COMBINATION BY-LAWS AND INTERGOVERNMENTAL AGREEMENT*, for approval.
- PAR. 6 Motion made by Trustee Olson, seconded by Trustee Ceretto to approve *ORDINANCE NO. 15-10-3, AN ORDINANCE OF THE ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT APPROVING THE AMENDMENTS TO THE METROPOLITAN LIBRARY SYSTEMS LIBRARY INSURANCE MANGEMENT AND RISK CONTROL COMBINATION BY-LAWS AND INTERGOVERNMENTAL AGREEMENT*, as presented. Roll #1 was called. Voting was ‘Aye’ by Trustee Buergel, Ceretto, Engelbrecht, Olson, Schneider and President McKendree. No ‘Nays’. Motion carried 6 – 0.
- PAR. 7 Director Cottonaro presented *RESOLUTION NO. 15-10-R-1, A RESOLUTION OF THE ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT AUTHORIZING THE EXECUTION OF AN INTERGOVERNMENTAL AGREEMENT WITH THE LIBRARY INSURANCE MANAGEMENT AND RISK CONROL COMBINATION (“LIMRICC”)*, for approval.

- PAR. 8 Motion made by President McKendree, seconded by Trustee Olson, to approve *RESOLUTION NO. 15-10-R-1, A RESOLUTION OF THE ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT AUTHORIZING THE EXECUTION OF AN INTERGOVERNMENTAL AGREEMENT WITH THE LIBRARY INSURANCE MANAGEMENT AND RISK CONTROL COMBINATION ("LIMRICC")*, as presented. Roll #2 was called. Voting was 'Aye' by Trustee Buergel, Ceretto, Engelbrecht, Olson, Schneider and President McKendree. No 'Nays'. Motion carried 6 – 0.
- PAR. 9 **APPOINTMENT OF COMMITTEE CHAIRS:** President McKendree handed out the list of Committee appointments for board members. The Committee list was placed on file.
- PAR. 10 **OFFICERS' REPORTS:**
- PAR. 11 **PRESIDENT'S REPORT:** President McKendree shared a newsletter from the *United for Libraries* Organization titled '*The Voice for America's Libraries*'. She went on to ask Director Cottonaro to enroll all trustees as members of the United for Libraries Org. and to use each trustee's home address for all mailing purposes.
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- PAR. 12 **VICE PRESIDENT:** No Report.
- PAR. 13 **SECRETARY:** Secretary Schneider reported on an invitation to all trustees for the celebration of Eisenhower High School's 125th birthday, on October 14, 2015 at 5:00 pm in the Performing Arts Center.
- PAR. 14 **TREASURER:** Director Cottonaro informed the board that the library's current IL Funds account will no longer allow the library to use the account as a direct checking account. Therefore she suggested a new account will need to be opened at First Midwest Bank for the purpose of paying library invoices.
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- PAR. 15 She went on to say that funds will need to be wire transferred from IL Funds on a monthly or quarterly basis. It was her recommendation to continue to use IL Funds as the library's main account for holding library funds.
- PAR. 16 President McKendree would like Director Cottonaro to set up an appointment with Mr. Sterk, from First Midwest Bank. She would also like Trustee Ceretto, Director Cottonaro, and Business Manager Ms. Regan to attend.
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- PAR. 17 Trustee Ceretto suggested a Monday morning in October would be a good time.
- PAR. 18 The Treasurer's Report dated September 2015 was presented for approval.
- PAR. 19 Motion made by Trustee Buergel, seconded by Trustee Schneider, to place on file the Treasurer's Report dated September 2015, as presented. Motion carried by voice vote 6 – 0.

- PAR. 20 **FINANCE:** A list of bills dated October 13, 2015 was presented for payment.
- PAR. 21 Motion made by Trustee Ceretto, seconded by Trustee Buergel, to authorize and approve payment of the October 13, 2015 bills in the amount of \$202,825.10, as presented. Roll #3 was called. Voting was ‘Aye’ by Trustee Buergel, Ceretto, Engelbrecht, Olson, Schneider and President McKendree. No ‘Nays’. Motion carried 6 – 0.
- PAR. 22 **BUILDING & GROUNDS:** Director Cottonaro presented several landscaping proposals from Roy Erikson Outdoor Maintenance.
- PAR. 23 It was the consensus of the board to table all landscaping issues until the Spring of 2016.
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- PAR. 24 President McKendree reported that during the board’s interior walk around the library before the meeting, they noticed that there was still a strong odor in the youth department.
- PAR. 25 Director Cottonaro reminded the board that this is the non-toxic odor emitting from the custom cabinets in the youth department and would subside eventually. She also reported to the trustees that the maintenance department has been running clean air machines daily and that odor absorbing bags are hanging in those areas.
- PAR. 26 President McKendree and Trustee Ceretto suggested purchasing a larger air filtering machine. Director Cottonaro will look into it.
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- PAR. 27 President McKendree asked Trustee Schneider, Chairman of the Building and Grounds Committee, to set a committee meeting in the near future.
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- PAR. 28 Director Cottonaro suggested having a contest for local artists to paint a mural on the large white wall in the lower level lobby.
- PAR. 29 The board asked Director Cottonaro to check with Prairie Jr. High, Shephard High and Eisenhower High School if their art departments would be interested in donating their time and talent for a mural at the library.
- PAR. 30 Director Cottonaro replied she would check into it and report back to the board.
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- PAR. 31 **POLICY:** Director Cottonaro reported that she attended a LACONI program on bed bugs at the library on Friday, October 2.
- PAR. 32 Director Cottonaro asked the board if they might want to revisit the policy regarding donations.
- PAR. 33 She went on to report that there are two solutions to combat the possibility of bugs, either purchase a PackTite BedBug heater that books can be deposited into and heated to kill any bugs or to cease accepting donations.

- PAR. 34
** The board asked Director Cottonaro to get prices on the PackTite BedBug heater and report back to the board. The board further approved the purchase of one PackTite BedBug heater with the approval of the purchaseto be ratified at the next regular board meeting.
- PAR. 35
** President McKendree asked the Policy Committee to revisit the donation policy and report back to the board.
- PAR. 36 **BY-LAWS:** No Report.
- PAR. 37 **PUBLIC RELATIONS:** Trustee Engelbrecht reported that the Friends of the Library are hosting an indoor *Tailgate Party*, including refreshments with the game shown on the big screen in the meeting room for patrons for the Chicago Bears game, November 15, 2015 at the library. It will be held to draw interest not only to encourage Friends of the Library enrollment, but to the library itself.
- PAR. 38 He went on to say there will also be a dessert contest with a Bears theme at the tailgate and he would like a couple of trustees to be the judges. The Friends are asking local businesses for donations.
- PAR. 39 President McKendree said a hot dog wagon would be nice, she added that she had asked the Park District about borrowing their popcorn machine, the Park District replied that if it's working the library is welcome to borrow it for their event.
- PAR. 40 Director Cottonaro informed the board that the library would have to open a little earlier at 11:30 am than regularly scheduled at 1:00 pm to set up for the event. She went on to report that staff could also dress in Bear attire.
- PAR. 41
** President McKendree suggested running another program simultaneously for patrons not necessarily interested in watching the game. Director Cottonaro will look into it.
- PAR. 42 President McKendree asked how the event will be publicized.
- PAR. 43 Director Cottonaro replied that Ms. Lieberman, a member of the Friends of the Library will be making flyers to distribute in the library and to area businesses.
- PAR. 44
** President McKendree asked all trustees to mark their calendar and try to attend this event.
- PAR. 45 Motion made by Trustee Ceretto, seconded by Trustees Buergel and Schneider, to allot \$500.00 towards the indoor Tailgate event on November 15, 2015. Roll #4 was called. Voting was 'Aye' by Trustee Buergel, Ceretto, Engelbrecht, Olson, Schneider and President McKendree. No 'Nays'. Motion carried 6 – 0.
- PAR. 46 **PERSONNEL:** No Report.
- PAR. 47 **TRUSTEE EDUCATION:** President McKendree mentioned the American Library Association Midwinter conference being held in Boston, MA. January 8 – 12, 2016. Trustees should contact Director Cottonaro if they wish to attend.

- PAR. 48 Director Cottonaro also reminded trustees that ATLAS (Area Training for Librarians and Staff) will be having a Trustee Day workshop in May 2016. She will supply further information as the date draws nearer.
- PAR. 49 **INSURANCE:** No Report.
- PAR. 50 **AD HOC COMMITTEE REPORTS:**
- PAR. 51 **HISTORY COMMITTEE:** Trustee Engelbrecht reported that he had received a box from Ms. Pajor with several old drawings of different Alsip scenes, drawn by artist Mr. Tom Albano, the artist who painted the original artwork for the library.
- PAR. 52 President McKendree stated that would be interesting to look at.
- PAR. 53 **LIBRARY DIRECTOR'S REPORT:** Director Cottonaro presented her report, of which most items had been previously discussed.
- PAR. 54 Director Cottonaro reported that Moran Electric came out and assessed the library's various electrical issues. She went on to say that they are working on resolving them. The proposal will include changing out some lighting fixtures and adjusting the existing occupancy sensors. They will also be working with a representative from Leviton on the Leviton box which controls the timers on all the lights throughout the library, which has had numerous issues since the new construction.
- PAR. 55 Director Cottonaro reported that the black material along the east side of the building has been repaired and painted by the maintenance staff.
- PAR. 56 Director Cottonaro reported that the exterior led sign has been updated along with new software.
- PAR. 57 Director Cottonaro also reported that staff has been attended more continuing education workshops and that our library recently hosted an ATLAS workshop, entitled: *Running Libraries the Scandinavian Way* with seven staff members attending.
- PAR. 58 Trustee Engelbrecht noticed from the Technical Services report that Ms. Alberts from Technical Services will be attending the ATLAS Academy Session 1: Core Values and Intellectual Freedom workshop on October 21, 2016 and was hoping the board could get some extra handouts.
- PAR. 59 Director Cottonaro replied that she too will be attending that workshop and will happily supply him with any extra handouts.
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- PAR. 60 President McKendree asked Director Cottonaro which lighting fixtures she was talking about being replaced.

- PAR. 61 Director Cottonaro replied that they were the ones located in the upper and lower lobbies.
- PAR. 62 Director Cottonaros' report was placed on file.
- PAR. 63 **UNFINISHED BUSINESS:** President McKendree asked if the audit of the minutes had been completed.
- PAR. 64 Director Cottonaro replied it has been submitted.
- PAR. 65 Trustee Ceretto asked if the trustees would be able to order the new t-shirts that staff is currently wearing.
- PAR. 66 Director Cottonaro replied yes, she would gather the ordering information for them.
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- PAR. 67 President McKendree mentioned while at the recent Alsip Chamber of Commerce Annual Auction, there was no donation from the library.
- PAR. 68 Director Cottonaro replied that a request had been made but there was no motion from the board to act on it.
- PAR. 69 **NEW BUSINESS:** Director Cottonaro submitted a proposal from Roy Erikson Outdoor Maintenance for the 2015 – 2016 Winter Snow Removal for approval.
- PAR. 70 Motion made by Trustee Buergel, seconded by Trustee Olson, to accept the proposal from Roy Erikson Outdoor Maintenance for the 2015 – 2016 Winter Snow Removal, as presented. Roll #5 was called. Voting was 'Aye' by Trustee Buergel, Ceretto, Engelbrecht, Olson, and Schneider. 'Nay' by President McKendree. Motion carried 5 – 1.
- PAR. 71 **PUBLIC DISCUSSION:** Village Trustee Dwyer, Ms. Umaecker, and Alsip Police Chief Radz asked the board if they would be willing to participate in the Alsip event *Holiday on Pulaski* on December 11, 2015.
- PAR. 72 President McKendree informed them that December 11, 2015 was the date for the library staff's holiday party and politely declined.
- PAR. 73 President McKendree suggested having the event on a Sunday afternoon, stating that the library is open then and staffed. She went on to say that the library closes on Friday at 5:00 pm and reminded them that the library is a taxing body and would have to pay staff to stay later on a Friday night.
- PAR. 74 Chief Radz also wanted to commend all library staff on a wonderful job.
- PAR. 75 President McKendree also commended the library staff and further stated that the library has a wonderful staff.

- PAR. 76
** President McKendree suggested, as a way to contribute to the *Holiday on Pulaski* event, is to have several decorated holiday trees in the Pulaski side windows and asked Director Cottonaro to add this consideration to the November 10, 2015 regular board meeting agenda.
- PAR. 77 Director Cottonaro would also like to put a large holiday tree in the seating area in front of the library.
- PAR. 78 Motion made by Trustee Engelbrecht, seconded by Trustee Ceretto, to adjourn at 9:08 pm. Motion carried by voice vote 6 - 0.

MARY JANE SCHNDEIDER, SECRETARY

ALSIP-MERRIONETTE PARK
PUBLIC LIBRARY DISTRICT
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APPROVED-AMENDED _____ DATE _____

/car ** Denotes follow-up required