

MINUTES  
ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
November 10, 2015

- PAR. 1 The regular monthly meeting of the 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. Susana Leyva, Technical Services Manager; Ms. Sandra Leyva, Patron Services Manager; Attorney Perlman, and Mr. Poremba, public, were in attendance.
- PAR. 2 The Pledge of Allegiance was recited.
- PAR. 3 **MINUTES:** The minutes of the October 13, 2015 regular board meeting were presented for disposition.
- PAR. 4 Motion made by Trustee Dujsik, seconded by Trustee Olson, to approve the minutes of October 13, 2015, as presented. Motion carried by voice vote 6 – 0.
- PAR. 5 **ATTORNEY'S REPORT:** Attorney Perlman presented *ORDINANCE NO. 15-11-4, AN ORDINANCE PROVIDING FOR THE LEVYING, ASSESSMENT AND COLLECTION OF TAXES FOR CORPORATE AND OTHER PURPOSES IN THE ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT FOR THE FISCAL YEAR BEGINNING JULY 1, 2015 AND ENDING JUNE 30, 2016*, for approval.
- PAR. 6 Trustee Buergel arrived at 7:35 pm.
- PAR. 7 Motion made by Trustee Ceretto, seconded by Trustee Schneider, to approve, *ORDINANCE NO. 15-11-4, AN ORDINANCE PROVIDING FOR THE LEVYING, ASSESSMENT AND COLLECTION OF TAXES FOR CORPORATE AND OTHER PURPOSES IN THE ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT FOR THE FISCAL YEAR BEGINNING JULY 1, 2015 AND ENDING JUNE 30, 2016*, as presented. Roll #1 was called. Voting was 'Aye' by Trustee Ceretto, Dujsik, Engelbrecht, Olson, Schneider and President McKendree. No 'Nays'. 'Abstain' by Trustee Buergel. Motion carried 6 – 0 - 1.
- PAR. 8 **OFFICERS' REPORTS:**
- PAR. 9 **PRESIDENT'S REPORT:** No Report.
- PAR. 10 **VICE PRESIDENT:** No Report.
- PAR. 11 **SECRETARY:** Secretary Schneider read aloud a thank you note from Mrs. Debbie Dujsik thanking the board for the get well wishes.

- PAR. 12        **TREASURER:** The Treasurer's Report dated October 2015 was presented for approval.
- PAR. 13        Motion made by Trustee Dujsik, seconded by Trustee Olson, to place on file the Treasurer's Report dated October 2015, as presented. Motion carried by voice vote 7 – 0.
- PAR. 14        **FINANCE:** A list of bills dated November 10, 2015 was presented for payment.
- PAR. 15        Motion made by Trustee Ceretto, seconded by Trustee Buergel, to authorize and approve payment of the November 10, 2015 bills in the amount of \$148,378.83, 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. 16        President McKendree requested that the monthly invoice report reflect the breakdown of presenter fees vs. material fees for all adult programs.  
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- PAR. 17        A late bill from Knutte & Associates was presented for payment.
- PAR. 18        Motion made by Trustee Ceretto, seconded by Trustee Buergel, to authorize and approve payment of the late bill from Knutte & Associates in the amount of \$8,500.00, 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. 19        **BUILDING & GROUNDS:** President McKendree reminded board members that all trustees still need to complete the library's interior walk around.  
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- PAR. 20        **POLICY:** Motion made by President McKendree, seconded by Trustee Buergel, to ratify the action of opening early on October 21, 2015 at 8:45 am for the Alsip Chamber of Commerce Meeting. Motion was carried by voice vote. 7 – 0.
- PAR. 21        Motion made by Trustee Engelbrecht, seconded by Trustee Olson, to approve opening the library two hours early on November 15, 2015 for the purpose of the Friends of the Library's tailgating event. Roll #4 was called. Voting was 'Aye' by Trustee Buergel, Ceretto, Dujsik, Engelbrecht, Olson, Schneider, and President McKendree. No 'Nays'. Motion carried 7 – 0.
- PAR. 22        President McKendree would like it noted going forward that any opening or closing of the library at times other than normal business hours is a board decision. Per library by-laws, the board has to vote on these actions before the event takes place.
- PAR. 23        **BY-LAWS:** No Report.
- PAR. 24        **PUBLIC RELATIONS:** Trustee Engelbrecht again reminded all trustees that the Friends of the Library will be hosting an indoor *Tailgate Party*, including refreshments, in the meeting room for patrons for the Chicago Bears game, November 15, 2015 at the library.

- PAR. 25 Ms. Sandra Leyva reported that approximately 20 – 25 patrons have already signed up for the event. Director Cottonaro also reported that the event has been promoted on the library’s exterior led sign and the library’s website.
- PAR. 26 President McKendree said she would like to donate some pizza and shortbread.
- PAR. 27 Director Cottonaro said Demon Dawgs will be there with a portable hot dog vending machine and that she had successfully solicited donations from Home Depot, Bourbon Street and the Alsip Chamber of Commerce.
- PAR. 28 **PERSONNEL:** No Report.
- PAR. 29 **TRUSTEE EDUCATION:** President McKendree asked if Director Cottonaro applied for the memberships for trustees with the United for Libraries Group.  
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- PAR. 30 Director Cottonaro replied that it would be more cost effective to get an institutional general membership than individual memberships. Information would then be sent individually to all trustees.
- PAR. 31 It was the consensus of the board to get the institutional general membership to the United for Libraries Group.
- PAR. 32 **INSURANCE:** No Report.
- PAR. 33 **AD HOC COMMITTEE REPORTS:**
- PAR. 34 **HISTORY COMMITTEE:** No Report.
- PAR. 35 **LIBRARY DIRECTOR’S REPORT:** Director Cottonaro presented her report, of which most items had been previously discussed.
- PAR. 36 Director Cottonaro presented for approval the annual financial report from Knutte & Associates for the fiscal year 2014 – 2015.
- PAR. 37 Motion made by Trustee Ceretto, seconded by Trustee Dujsik, to place on file the annual financial report from Knutte & Associates, as presented. Roll #5 was called. Voting was ‘Aye’ by Trustees Buerger, Ceretto, Dujsik, Engelbrecht, Olson, Schneider, and President McKendree. No ‘Nays’. Motion carried 7 – 0.
- PAR. 38 Director Cottonaro reminded the board that the IL Funds Bank is changing the account structure and that she, along with Treasurer Ceretto and President McKendree met with Mr. Sterk of the First Midwest Bank regarding the library’s future financial decisions.
- PAR. 39 She further reported that she had met with two account managers from First Midwest Bank to discuss setting up new necessary accounts. Director Cottonaro went on to explain the options available to the library.
- PAR. 40 A lively discussion ensued.

- PAR. 41  
\*\* It was the consensus of the board to have Director Cottonaro contact First Midwest Bank and have the necessary paperwork drawn up for attorney review and upon recommendation from the attorney, board approval at the next regular board meeting on December 8, 2015.
- PAR. 42  
\*\* Director Cottonaro reported that Moran Electric is still working with outside agencies to reach a solution to the library's current electric issues.
- PAR. 43 Director Cottonaro reported on the October 30, 2015 staff in-service day and said it was a good day.
- PAR. 44 Director Cottonaro reported that the speaker for the December 4, 2015 staff in-service had cancelled and asked permission to contact The Management Association to hire a speaker for that day.
- PAR. 45 A lively discussion ensued.
- PAR. 46 It was the consensus of the board not to hire the Management Association for the December 4, 2015 staff in-service.
- PAR. 47 Trustee Ceretto let the room at 8:47 pm.
- PAR. 48 Trustee Ceretto returned at 8:50 pm.
- PAR. 49 Motion made by Trustee Engelbrecht, seconded by Trustee Dujsik, to cancel the December 4, 2015 staff in-service and revert to the library's regular scheduled hours of operation. Roll #6 was called. Voting was 'Aye' by Trustee Buergel, Ceretto, Dujsik, Engelbrecht, Olson, Schneider, and President McKendree. No 'Nays'. Motion carried 7 – 0.
- PAR. 50 **UNFINISHED BUSINESS:** Director Cottonaro asked for approval to purchase holiday trees for the library.
- PAR. 51  
\*\* Motion made by President McKendree, seconded by Trustee Ceretto, to approve the purchase of four holiday trees with an amount not to exceed \$1,500.00. Roll #7 was called. Voting was 'Aye' by Trustee Buergel, Ceretto, Dujsik, Engelbrecht, Olson, Schneider, and President McKendree. No 'Nays'. Motion carried 7 – 0.
- PAR. 52 **NEW BUSINESS:** Director Cottonaro asked for permission to close the library at 5:00 pm on November 25, 2015.
- PAR. 53 Motion made by President McKendree, seconded by Trustee Olson, to approve the library closing early at 5:00 pm on November 25, 2015. Roll #8 was called. Voting was 'Aye' by Trustee Buergel, Ceretto, Dujsik, Engelbrecht, Olson, Schneider, and President McKendree. No 'Nays'. Motion carried 7 – 0.

- PAR. 54      **PUBLIC DISCUSSION:** Trustee Buergel reported that she attended Dwight D. Eisenhower’s 125<sup>th</sup> birthday celebration at the Dwight D. Eisenhower High School and it was very nice.
  
- PAR. 55      Motion made by Trustee Ceretto, seconded by Trustee Schneider, to move to executive session to discuss personnel at 9:03 pm, in compliance with the Illinois Open Meeting Act, 5 ILCS 120/2. Motion carried by voice vote.
  
- PAR. 56      Motion made by Trustee Olson, seconded by Trustee Buergel, to reconvene the regular board meeting at 9:28 pm. Roll was called. A quorum was present.
  
- PAR. 57      Motion made by Trustee Buergel, seconded by Trustee Ceretto, to adjourn the meeting at 9:30 pm. Motion carried by voice vote 7 - 0.

MARY JANE SCHNDEIDER, SECRETARY

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

/car \*\* Denotes follow-up required