

MINUTES  
ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
July 10, 2018

- PAR. 1 The regular monthly meeting of the ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES was called to order at 7:01 pm by Vice President Buergel. Roll was called. Present were Trustees Dujsik, Engelbrecht, McLaughlin, Olson, Schneider and Vice President Buergel. Absent was President McKendree. A quorum was present. Director Cottonaro; Ms. Regan, Business Manager; Ms. Leyva, Patron Services Manager; Ms. Pajor, Adult Services Manager; Ms. Cutshall, Marketing Librarian; and several new employees. No public was in attendance.
- PAR. 2 In the absence of President McKendree, Vice President Buergel served as Chairman pro-tem.
- PAR. 3 The Pledge of Allegiance was recited.
- PAR. 4 **MINUTES:** The minutes of the June 12, 2018 regular board meeting were presented for disposition.
- PAR. 5 Motion made by Trustee Olson, seconded by Trustee Dujsik, to accept and place on file the minutes of the June 12, 2018 regular board meeting, as corrected. Motion carried by voice vote 6 – 0.
- PAR. 6 The minutes of the June 12, 2018 executive session meeting were presented for disposition.
- PAR. 7 Motion made by Trustee Engelbrecht, seconded by Trustee Olson, to accept and place on file the minutes of the June 12, 2018 executive session meeting, as presented. Motion carried by voice vote 6 – 0.
- PAR. 8 **ATTORNEY’S REPORT:** Director Cottonaro presented correspondence from the library’s attorney regarding the 2017 Equalized Assessed Valuation and Agency Tax Rate report.
- PAR. 9 Director Cottonaro also presented Ordinance No. 18-7-1, *an Ordinance of the Alsip-Merrionette Park Public Library District Making a Determination of the Prevailing Wage*, for approval.
- PAR. 10 Motion made by Trustee Buergel, seconded by Trustee McLaughlin, to approve and place on file Ordinance No. 18-7-1, *an Ordinance of the Alsip-Merrionette Park Public Library District Making a Determination of the Prevailing Wage*, as presented. Roll #1 was called. Voting was ‘Aye’ by Trustee Dujsik, Engelbrecht, McLaughlin, Olson, Schneider and Vice President Buergel. No ‘Nays’. Motion carried 6 – 0.
- PAR. 11 **OFFICERS’ REPORTS:**
- PAR. 12 **PRESIDENT REPORT:** Director Cottonaro introduced newly hired employees to the board, Ms. Dawn Gryzymek, Ms. Aleksandra Mierzejewski and Ms. Dorothy Wassenaar, all working in the patron services department.
- PAR. 13 The board warmly welcomed the new employees.
- PAR. 14 **VICE PRESIDENT:** No Report.

- PAR. 15        **SECRETARY:** No Report.
- PAR. 16        **TREASURER:** Trustee Dujsik presented the financial report dated June 2018 for approval and to be placed on file.
- PAR. 17        Motion made by Trustee Buergel, seconded by Trustee Dujsik, to place on file the Treasurer’s report dated June 2018, as presented. Motion carried by voice vote 6 – 0.
- PAR. 18        **FINANCE:** A list of invoices dated July 10, 2018 was presented for payment.
- PAR. 19        Motion made by Trustee Dujsik, seconded by Trustee Engelbrecht, to approve the payment of the July 10, 2018 invoices in the amount of \$158,286.38 as presented. Roll #2 was called. Voting was ‘Aye’ by Trustee Dujsik, Engelbrecht, McLaughlin, Olson, Schneider and Vice President Buergel. No ‘Nays’. Motion carried. 6 – 0.
- PAR. 20        Motion made by Trustee Buergel, seconded by Trustee Olson, to approve and place on file the minutes of the Budget meeting on May 1, 2018, as presented. Motion carried by voice vote 6 – 0.
- PAR. 21        Director Cottonaro reported that she has been in contact with First Midwest Bank and will  
\*\* inform Treasurer Dujsik when an appointment is set to discuss future banking options.
- PAR. 22        **BUILDING & GROUNDS:** Trustee Olson reported on the interior walk around the trustees took before the meeting today and said there are several items that need to be discussed at a Building and Grounds meeting.
- PAR. 23        Trustee Olson set a Building and Grounds Committee meeting for July 24, 2018 at 1:15 pm in the Mary McKendree board room.
- PAR. 24        Trustee Dujsik said he will be unable to attend the Building and Grounds meeting on July 24, 2018.
- PAR. 25        **POLICY** No Report.
- PAR. 26        **BY-LAWS:** No Report.
- PAR. 27        **PUBLIC RELATIONS:** No Report.
- PAR. 28        **PERSONNEL:** Trustee Engelbrecht stated he will be calling for an executive meeting at the end of the regular meeting to discuss personnel.
- PAR. 29        **TRUSTEE EDUCATION:** No Report.
- PAR. 30        **INSURANCE:** No Report.
- PAR. 31        **AD HOC COMMITTEE REPORTS:**
- PAR. 32        **HISTORY COMMITTEE:** Trustee Engelbrecht reported that planning is moving along nicely regarding Alsip’s Illinois Bicentennial event.
- PAR. 33        He went on to report that the next meeting will be July 19, 2018, 1:00 pm at the Alsip Pool and said all are welcome to attend.

- PAR. 34 He also stated that he and Ms. Cutshall will be presenting a Bicentennial flag to the Village of Alsip at the village's next monthly board meeting on Monday, July 16, 2018 at 7:00 pm and encouraged other trustees to attend.
- PAR. 35 **MARKETING REPORT:** Ms. Cutshall presented her report and said report is attached to these minutes.
- PAR. 36 **LIBRARY DIRECTOR'S REPORT:** Director Cottonaro supplied all trustees with the library's current Policy No. *III Issuance of Library Cards* and along with her suggested revisions for consideration.
- PAR. 37 President McKendree arrived at 7:36 pm.
- PAR. 38 A lively discussion ensued regarding issuance of patron library cards.
- PAR. 39 It was the consensus of the board to refer the policy changes to the Policy Committee in addition to authorizing the director to handle recent issues regarding the issuance of patron library cards.
- PAR. 40 Director Cottonaro reported that the company handling the library's security system is not returning calls and further action may be necessary. The board gave their permission for the Director to move forward.
- PAR. 41 Director Cottonaro reported that the resealing of the parking lot will be completed during the labor day weekend, stating it will need the two days the library is closed to dry.
- PAR. 42 She also reported that there currently isn't a date set for the approved lighting project with Verde and will inform the board when a date has been chosen.  
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- PAR. 43 Director Cottonaro presented to the board for approval a proposal from Mario's Catering, Worth, IL to provide tents, chairs, tables, set-up, take down, etc. for the Bicentennial event on August 26, 2018.
- PAR. 44 Motion made by President McKendree, seconded by Trustee Olson, to approve the proposal from Mario's Catering in the amount of \$1,364.88, as presented. Roll #3 was called. Voting was 'Aye' by Trustee Buergel, Dujsik, Engelbrecht, McLaughlin, Olson, Schneider and President McKendree. No 'Nays'. Motion carried 7 – 0.
- PAR. 45 **UNFINISHED BUSINESS:** President McKendree would like Director Cottonaro to email the current LACONI Salary Schedule to all trustees.  
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- PAR. 46 **NEW BUSINESS:** None.
- PAR. 47 **PUBLIC DISCUSSION:** None.
- PAR. 48 Motion made by Trustee Olson, seconded by Trustee Buergel, to move to executive session at 8:20 pm, in compliance with the Illinois Open Meetings Act, 5 ILCS 120/2 to discuss personnel. Motion carried by voice vote. Present were Trustee Buergel, Dujsik, Engelbrecht, McLaughlin, Olson, Schneider, and President McKendree.
- PAR. 49 President McKendree called the regular meeting back to order at 8:48 pm. Roll was called. Present were Trustee Buergel, Dujsik, Engelbrecht, McLaughlin, Olson, Schneider and President McKendree. A quorum was present.

PAR. 50 Motion made by Trustee Engelbrecht, seconded by Trustee Buerger, to approve the salary increase for staff, as presented. Roll #4 was called. Voting was 'Aye' by Trustee Buerger, Dujsik, Engelbrecht, McLaughlin, Olson, Schneider and President McKendree. No 'Nays'. Motion carried 7 – 0.

PAR. 51 Motion made by Trustee Olson, seconded by Trustee Buerger, to adjourn the meeting at 8:50 pm. Motion carried by voice vote 7 - 0.

MARY JANE SCHNEIDER, SECRETARY

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

\*\* Denotes follow-up required