

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

- PAR. 1 The regular monthly meeting of the ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES was called to order at 7:03 pm. by Treasurer Dujsik. Roll was called. Present were Trustees Dujsik, Engelbrecht, Olson and Schneider. Absent was Trustee Buergel and President McKendree. A quorum was present. Director Cottonaro; Ms. Regan, Business Manager; Ms. Malysa, Youth Services Manager; Ms. Pajor, Adult Services Manager; Ms. Leyva, Patron Services Manager; Ms. Cutshall, Marketing Librarian; Mr. Jankowski, Maintenance Mechanic; Mr. Cyganiewicz, Maintenance Mechanic; Ms. McLaughlin, public; were also present.
- PAR. 2 The Pledge of Allegiance was recited.
- PAR. 3 In the absence of President McKendree, Trustee Dujsik served as Chairman pro-tem.
- PAR. 4 Director Cottonaro introduced the library's new Maintenance Mechanic, Mr. Michael Cyganiewicz to the board.
- PAR. 5 All trustees welcomed him.
- PAR. 6 Motion was made by Trustee Olson, seconded by Trustee Engelbrecht, to appoint Ms. Therese McLaughlin to the vacant trustee position until the 2019 election.
- PAR. 7 Trustee Buergel arrived at 7:05 pm.
- PAR. 8 Roll #1 was called. Voting was 'Aye' by Trustee Buergel, Dujsik, Engelbrecht, Olson and Schneider. No 'Nays'. Motion carried 5 – 0.
- PAR. 9 The Board welcomed newly appointed Trustee Therese McLaughlin and Secretary Schneider administered the oath of office.
- PAR. 10 **MINUTES:** The minutes of the March 13, 2018 regular board meeting were presented for disposition.
- PAR. 11 Motion made by Trustee Buergel, seconded by Trustee Olson, to accept and place on file the minutes of the March 13, 2018 regular board meeting, as presented. Motion carried by voice vote 6 – 0.
- PAR. 12 Trustee Dujsik asked for the minutes from the executive meeting on February 13, 2018.
- PAR. 13 Trustee Engelbrecht will provide the executive meeting minutes from February 13, 2018  
\*\* for approval at the May 8, 2018 regular board meeting.
- PAR. 14 **ATTORNEY'S REPORT:** No Report.
- PAR. 15 **OFFICERS' REPORTS:**
- PAR. 16 **PRESIDENT REPORT:** Director Cottonaro reported that President McKendree had asked that the board discuss the option of closing the library on August 26, 2018 for Alsip's Illinois Bicentennial event.

- PAR. 17 Motion made by Trustee Engelbrecht, seconded by Trustee Buergel, to close the library on August 26, 2018 for the Alsip's Illinois Bicentennial event. Motion carried by voice vote 6 – 0.
- PAR. 18 **VICE PRESIDENT:** No Report.
- PAR. 19 **SECRETARY:** Trustee Schneider read aloud a thank you card from Mr. Robert Schneider for the kind get well thoughts and wishes and a thank you note from Youth Librarian Jaime Pirus, for allowing her to attend the Public Library Conference in Philadelphia, PA.
- PAR. 20 **TREASURER:** Motion made by Trustee Olson, seconded by Trustee Buergel, to place on file the Treasurer's report dated March 2018, as presented. Motion carried by voice vote 6 – 0.
- PAR. 21 **FINANCE:** Trustee Dujsik presented his report and recommended that the library not pay down their current bonds and instead pursue additional investment opportunities with PMA Financial. It was the consensus of the board to have PMA Financial provide the library with a new lateral investment report.
- PAR. 22 It was also the consensus of the board to cash in the CDs at TCF Bank that are due to mature.
- PAR. 23 Trustee Dujsik asked that the item of transferring the money from the CDs to PMA Financial be  
\*\* listed on the regular board meeting agenda on May 8, 2018.
- PAR. 24 A list of invoices dated April 10, 2018 was presented for payment.
- PAR. 25 Motion made by Trustee Dujsik, seconded by Trustee Engelbrecht, to approve the payment of the April 10, 2018 invoices in the amount of \$137,017.68, as presented. Roll #2 was called. Voting was 'Aye' by Trustee Buergel, Dujsik, Engelbrecht, McLaughlin, Olson, and Schneider. No 'Nays'. Motion carried. 6 – 0.
- PAR. 26 Ms. Regan presented 3 late bills for payment. Midwest Tape- \$1,658.88, Dear Reader- \$465.00, and Battery G-\$500.00.
- PAR. 27 Motion made by Trustee Engelbrecht, seconded by Trustee Buergel, to pay the 3 late bills in the amount of \$2,623.88, as presented. Roll #3 was called. Voting was 'Aye' by Trustee Buergel, Dujsik, Engelbrecht, McLaughlin, Olson, and Schneider. No 'Nays'. Motion carried. 6 – 0.
- PAR. 28 Director Cottonaro reminded trustees of the scheduled preliminary budget meeting on May 1, 2018 at 1:15 pm.
- PAR. 29 **BUILDING & GROUNDS:** Trustee Olson and Mr. Jankowski updated the board on the current carpet and electrical issues and a Building and Grounds Committee meeting was set for May 2, 2018 at 1:15 pm for further discussion.
- PAR. 30 **POLICY:** Trustee Schneider set a Policy Meeting for May 8, 2018 at 6:00 pm.
- PAR. 31 **BY-LAWS:** No Report.
- PAR. 32 **PUBLIC RELATIONS:** No Report.
- PAR. 33 **PERSONNEL:** Trustee Engelbrecht stated he will be requesting an executive meeting at the end of the regular meeting to discuss personnel in compliance with the Illinois Open Meeting Act.

- PAR. 34 **TRUSTEE EDUCATION:** Director Cottonaro again reminded all trustees of the LACONI Annual Trustee Banquet, on May 18, 2018 at the Carleton of Oak Park Hotel and the ATLAS workshop for trustees regarding library renovation on May 19, 2018 at the Alsip-Merrionette Park Library. She went on to say if any Trustees are interested in either event to contact her directly.
- PAR. 35 Director Cottonaro said she would email the flyers for upcoming trustee events to Trustee  
\*\* McLaughlin.
- PAR. 36 Director Cottonaro also said she would register Trustee McLaughlin for an ALA  
\*\* (American Library Association) and PLA (Public Library Association) membership.
- PAR. 37 **INSURANCE:** No Report.
- PAR. 38 **AD HOC COMMITTEE REPORTS:**
- PAR. 39 **HISTORY COMMITTEE:** Trustee Engelbrecht reported that things are moving along nicely in regards to Alsip's Illinois Bicentennial event that will be held August 26, 2018 on the Alsip Park District's land behind Prairie Jr. High.
- PAR. 40 He went on to report that the next meeting will be on April 19, 2018 at 1:00 pm at the Prairie Jr. High School in the conference room.
- PAR. 41 **MARKETING REPORT:** Ms. Cutshall presented her report and said report is attached to these minutes.
- PAR. 42 **LIBRARY DIRECTOR'S REPORT:** Director Cottonaro handed out a flyer entitled, *Alsip's Gone Green!*, a village wide recycling & resources drive to be held on April 28, 2018 at the Alsip Boat Launch.
- PAR. 43 Director Cottonaro also presented a general policy for homebound library delivery service, noting that procedures are also needed for the service.
- PAR. 44 **UNFINISHED BUSINESS:** None.
- PAR. 45 **NEW BUSINESS:** None.
- PAR. 46 **PUBLIC DISCUSSION:** None.
- PAR. 47 Motion made by Trustee Engelbrecht, seconded by Trustee Olson, to move to executive session at 8:30 pm, in compliance with the Illinois Open Meetings Act, 5 ILCS 120/2 to discuss numerous interests in the vacant library trustee position. Motion carried by voice vote. Present were Trustee Buerger, Dujsik, Engelbrecht, McLaughlin, Olson and Schneider.
- PAR. 48 Trustee Dujsik called the regular meeting back to order at 8:33 pm. Roll was called. Present were Trustee Buerger, Dujsik, Engelbrecht, McLaughlin, Olson and Schneider. A quorum was present.

PAR. 49      Motion made by Trustee McLaughlin, seconded by Trustee Buerger, to adjourn the meeting at 8:34 pm. Motion carried by voice vote 6 - 0.

MARY JANE SCHNEIDER, SECRETARY

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ALSIP-MERRIONETTE PARK  
PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
APPROVED-AMENDED \_\_\_\_\_ DATE \_\_\_\_\_  
\*\* Denotes follow-up required