

ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
REGULAR BOARD MINUTE  
March 11, 2023

- PAR. 1 The regular monthly meeting of the ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES was called to order at 3:07 pm by President McKendree. Roll was called. Present were Trustees Buerger, Engelbrecht, McLaughlin, and President McKendree. Absent was Trustee Schneider. A quorum was present. Director Cottonaro, Ms. Regan, Business Manager; Ms. Malysa, Youth Services Manager; Ms. Navabi, Adult Services Manager and Ms. Bronkala, Assistant Patron Services Manager; was also in attendance. Ms. Natalie Opila and Ms. Susana Leyva, public was in attendance.
- PAR. 2 In the absence of Secretary Schneider, Vice-President McLaughlin served as secretary pro-tem.
- PAR. 3 The Pledge of Allegiance was recited.
- PAR. 4 **MINUTES:** Motion made by Trustee Engelbrecht, seconded by Trustee McLaughlin, to accept and place on file the minutes of the March 14 2023, regular board meeting, as presented. Motion carried by voice vote 4 – 0.
- PAR. 5 Motion made by President McKendree, seconded by Trustee McLaughlin, to accept and place on file the minutes of the Policy Committee meeting on January 24, 2023, as presented. Motion carried by voice vote 4 – 0.
- PAR. 6 **ATTORNEY’S REPORT:** Director Cottonaro asked the board to appoint two community members to serve on the Decennial Committee.
- PAR. 7 Motion made by President McKendree, seconded by Trustee McLaughlin, to appoint Ms. B. Bronkala and Ms. A. Deluna to serve as community members on the Decennial Committee. Motion carried by voice vote 4 – 0.
- PAR. 8 **OFFICERS’ REPORTS:**
- PAR. 9 **PRESIDENT REPORT:** President McKendree commended Ms. Malysa and Ms. Deluna for such a fun program, *Once upon a Cuento*. She went on to say that she briefly joined the program and had fun dancing with the children and their parents.
- PAR. 10 Trustee Schneider arrived at 3:16 pm and resumed her duties as Secretary.
- PAR. 11 **VICE PRESIDENT:** No Report.
- PAR. 12 **SECRETARY:** No Report.
- PAR. 13 **TREASURER:** The financial report for March 2023 was presented for approval and to be placed on file.
- PAR. 14 Motion made by Trustee Engelbrecht, seconded by Trustee Buerger, to place on file the financial report for March 2023, as presented. Motion carried by voice vote 5 – 0.
- PAR. 15 **FINANCE:** A list of invoices dated April 11, 2023, was presented for payment.

- PAR. 16 Motion made by Trustee Engelbrecht, seconded by Trustee Buerger, to approve the payment of the March 14 2023, invoices in the amount of \$153,294.73, as presented. Roll #1 was called. Voting was 'Aye' by Trustee Buerger, Engelbrecht, McLaughlin, Schneider and President McKendree. No 'Nays'. Motion carried 5 – 0.
- PAR. 17 All Trustees were reminded of the budget meeting for fiscal year 2023-2024 on April 18, 2023, 1:00pm. Ms. Regan has mailed reminders.
- PAR. 18 **BUILDING & GROUNDS:** Director Cottonaro asked the board to select a date to meet with Engberg Anderson for a walk-through and review of capital needs assessment.  
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- PAR. 19 This item was tabled until the next regular board meeting.
- PAR. 20 **POLICY:** No Report.
- PAR. 21 **BY-LAWS:** No Report.
- PAR. 22 **PUBLIC RELATIONS:** President McKendree commended Marketing Associate, Ms. Mendoza, on the library's website count down to the 50<sup>th</sup> anniversary event. She also commented on all the wonderful social media photos.
- PAR. 23 **PERSONNEL:** Trustee McLaughlin distributed to all trustees the reformatted director's evaluation form. She asked all trustees to come to the regular board meeting, May 9, 2023 with this form completed and ready for discussion in executive session.
- PAR. 24 **TRUSTEE EDUCATION:** Director Cottonaro reported that President McKendree and Trustee Schneider are signed up for the LACONI (Library Administrators Council of Northern Illinois) Annual Trustee Banquet, on Friday, May 19 2023, between 6:00 PM – 11:00 PM at the Nineteenth Century Club, 178 Forest Ave, #1, Oak Park, IL.
- PAR. 25 Director Cottonaro again reminded trustees of the ATLAS (Area Training for Librarians and Staff) Annual Trustee Workshop on Saturday, May 20 2023, 10:00 AM – 12:00 PM, here at the Alsip-Merrionette Park Library. She went on to report that all newly elected trustees were also invited.
- PAR. 26 **INSURANCE:** No Report.
- PAR. 27 **MANAGERS REPORTS:** Manager's reports were presented and placed on file.
- PAR. 28 President McKendree commended Ms. Navabi on such a great monthly department report.
- PAR. 29 **LIBRARY DIRECTOR'S REPORT:** Director's report was placed on file. Most items were discussed.
- PAR. 30 Director Cottonaro reported that the two adult pages left our employment last month and we have two new pages. They are currently training and doing well.
- PAR. 31 Director Cottonaro reminded the board of the library's all day in-service on Friday, May 12, There will be a customer service component, in addition to the health and safety training that will make up the bulk of the day.

- PAR. 32 Director Cottonaro reported that staff is doing an incredible job planning the 50<sup>th</sup> Anniversary Event for the Alsip-Merrionette Park Library on May 5, 2023. She went on to say that the official flyer has been included in their current monthly board report.
- PAR. 33 Director Cottonaro mentioned to all trustees that at the upcoming budget meeting on April 18 is going to be looking at factoring in the carpeting project as a capital expense for the coming year.
- PAR. 34 Director Cottonaro stated that she is currently working on an onboarding guide for all employees to refer to.
- PAR. 35 Director Cottonaro also let the board know that staff photos are being updated and that new trustee photos will be taken soon for staff and the library website.
- PAR. 36 **UNFINISHED BUSINESS:** No Report.
- PAR. 37 **NEW BUSINESS:** No Report.
- PAR. 38 **PUBLIC DISCUSSION:** No Report.
- PAR. 39 Motion made by Trustee Buergel, seconded by Trustee Schneider, to adjourn the meeting at 4:18 pm. Motion carried by voice vote 5 - 0.

MARY JANE SCHNEIDER, SECRETARY

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

\*\* Denotes follow-up required