

MINUTES
ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
May 8, 2018

- PAR. 1 The regular monthly meeting of the ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES was called to order at 7:00 pm by Vice President Buergel. Roll was called. Present were Trustees Buergel, Dujsik, Engelbrecht, McLaughlin and Schneider. Absent was President McKendree and Trustee Olson. 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; and Mr. Jankowski, Maintenance Mechanic. No public was in attendance.
- PAR. 2 The Pledge of Allegiance was recited.
- PAR. 3 In the absence of President McKendree, Vice President Buergel served as Chairman pro-tem.
- PAR. 4 **MINUTES:** The minutes of the April 10, 2018 regular board meeting were presented for disposition.
- PAR. 5 Motion made by Trustee Dujsik, seconded by Trustee Engelbrecht, to accept and place on file the minutes of the April 10, 2018 regular board meeting, as presented. Motion carried by voice vote 5 – 0.
- PAR. 6 The minutes of the February 13, 2018 executive session meeting were presented for disposition.
- PAR. 7 Motion made by Trustee Engelbrecht, seconded by Trustee Dujsik, to accept and place on file the minutes of the February 13, 2018 executive session meeting, as presented. Motion carried by voice vote 5 – 0.
- PAR. 8 **ATTORNEY’S REPORT:** Director Cottonaro presented the Levy Edit Report dated April 17, 2018.
- PAR. 9 Director Cottonaro also supplied trustees with correspondence from the attorney regarding Section 40-45 of the Public Library District Act of 1991, 75 ILCS 16/40-45, which governs when a public library district must go out for bid.
- PAR. 10 **OFFICERS’ REPORTS:**
- PAR. 11 **PRESIDENT REPORT:** Director Cottonaro reported speaking to President McKendree regarding a ‘Pop Up Library’ and explained further to the board the details of having a ‘Pop Up Library’.
- PAR. 12 **VICE PRESIDENT:** No Report.
- PAR. 13 **SECRETARY:** No. Report.
- PAR. 14 **TREASURER:** Trustee Dujsik encouraged the board to start thinking about what they would like to do with the funds from the CD’s due to mature in September 2018.

- PAR. 15 Trustee Dujsik presented the financial report dated April 2018 for approval and to be placed on file.
- PAR. 16 Motion made by Trustee Dujsik, seconded by Trustee Schneider, to place on file the Treasurer's report dated April 2018, as presented. Motion carried by voice vote 5 – 0.
- PAR. 17 **FINANCE:** A list of invoices dated May 8, 2018 was presented for payment.
- PAR. 18 Motion made by Trustee Dujsik, seconded by Trustee Engelbrecht, to approve the payment of the May 8, 2018 invoices in the amount of \$151,266.27, as adjusted. Roll #1 was called. Voting was 'Aye' by Trustee Buergel, Dujsik, Engelbrecht, McLaughlin and Schneider. No 'Nays'. Motion carried. 5 – 0.
- PAR. 19 Director Cottonaro, with the recommendation from the Committee of the Whole, asked for approval for a 3% increase for all staff for fiscal year 2018-2019.
- PAR. 20 Motion made by Trustee Buergel, seconded by Trustee Dujsik, to approve the 2018-2019 3% pay increase for all staff, as recommended. Roll #2 was called. Voting was 'Aye' by Trustee Buergel, Dujsik, Engelbrecht, McLaughlin and Schneider. No 'Nays'. Motion carried. 5 – 0.
- PAR. 21 **BUILDING & GROUNDS:** The minutes of the May 2, 2018 Building and Grounds Committee meeting were presented for approval.
- PAR. 22 Motion made by Trustee Buergel, seconded by Trustee Dujsik, to accept and place on file the minutes of the May 2, 2018 Building and Grounds Committee meeting, as presented. Motion carried by voice vote 5 – 0.
- PAR. 23 A proposal from Verde Electric to replace the lighting inside and out was presented for approval.
- PAR. 24 It was the consensus of the board to table the proposal from Verde Electric until the regular board meeting on June 12, 2018 and asked Mr. Jankowski to contact Verde and ask if they are willing to install a sample of the lighting.
- PAR. 25 Trustee Engelbrecht asked for approval to purchase 1 glass display case for the library.
- PAR. 26 Motion made by Trustee Engelbrecht, seconded by Trustee Buergel, to approve the purchase of 1 Waddell Heritage oak counter-height display case in the carmel oak finish with the mirror backing. Roll #3 was called. Voting was 'Aye' by Trustees Buergel, Engelbrecht, McLaughlin and Schneider. No 'Nays'. Trustee Dujsik Abstained. Motion carried 4 – 0 – 1.
- PAR. 27 **POLICY:** Per the recommendations from the Policy Committee, revisions will be made to the 'Homebound' policy and presented for approval at the regular board meeting on June 12, 2018.
- PAR. 28 **BY-LAWS:** No Report.
- PAR. 29 **PUBLIC RELATIONS:** No Report.

- PAR. 30 **PERSONNEL:** Trustee Engelbrecht stated he will be calling for an executive meeting at the end of the regular meeting to discuss personnel.
- PAR. 31 **TRUSTEE EDUCATION:** Trustee Dujsik 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.
- PAR. 32 Director Cottonaro said if any trustees were interested in attending either the banquet or workshop to let her know and she would sign them up.
- PAR. 33 **INSURANCE:** No Report.
- PAR. 34 **AD HOC COMMITTEE REPORTS:**
- PAR. 35 **HISTORY COMMITTEE:** Trustee Engelbrecht reported that planning is going well regarding Alsip's Illinois Bicentennial event.
- PAR. 36 He went on to report that the next meeting will be tomorrow, May 9, 2018, 1:00 pm at Prairie Jr. High. The discussion will focus on manpower for the event.
- PAR. 37 **MARKETING REPORT:** Ms. Cutshall presented her report and said report is attached to these minutes.
- PAR. 38 **LIBRARY DIRECTOR'S REPORT:** Director Cottonaro reported that two new part-time patron services clerks started this week.
- PAR. 39 She also reported that she will be working with staff on a formal recap report for the first year of our existing Strategic Plan and how to move into our second year.
- PAR. 40 She encouraged all trustees to send her any ideas they might have. She went on to say that her report will show review and comments on the five goals that were set for the year.
- PAR. 41 Director Cottonaro informed the board that it has been over a year since the library had an in-house training day and said she will be asking for approval at the regular June 12, 2018 board meeting.
- PAR. 42 **UNFINISHED BUSINESS:** No Report.
- PAR. 43 **NEW BUSINESS:** No Report.
- PAR. 44 **PUBLIC DISCUSSION:** None.
- PAR. 45 Motion made by Trustee Engelbrecht, seconded by Trustee Dujsik, to move to executive session at 7:50 pm, in compliance with the Illinois Open Meetings Act, 5 ILCS 120/2 to discuss the evaluation of the library director. Motion carried by voice vote. Present were Trustee Buerger, Dujsik, Engelbrecht, McLaughlin, and Schneider.

- PAR. 46 Vice President Buergel called the regular meeting back to order at 7:56 pm. Roll was called. Present were Trustee Buergel, Dujsik, Engelbrecht, McLaughlin and Schneider. A quorum was present.
- PAR. 47 Motion made by Trustee Buergel, seconded by Trustee Dujsik, to adjourn the meeting at 7:57 pm. Motion carried by voice vote 5 - 0.

MARY JANE SCHNEIDER, SECRETARY

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