

ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR BOARD MINUTES
May 11, 2021

- PAR. 1 The regular monthly meeting of the ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES was called to order at 3:01pm by President McKendree. Roll was called. Present were Trustees Buergel, Dujsik, Engelbrecht, McLaughlin, Schneider and President McKendree. A quorum was present. Director Cottonaro; Ms. Regan, Business Manager; Ms. Pajor, Adult Services Manager; Ms. Malysa, Youth Services Manager; Ms. Leyva, Patron Services Manager. Robert Olson's family, Mary McKendree's family, Alsip Mayor John Ryan and several public also attended.
- PAR. 2 The Pledge of Allegiance was recited.
- PAR. 3 A Resolution No. 21-5-R-1 in memoriam of Trustee Robert M. Olson was read aloud. The original resolution was framed and presented to Mr. Olson's niece, Julie Devaney and family.
- PAR. 4 Ms. Devaney said that the library meant a lot to her Uncle Bob. She said he always spoke very highly of the board and enjoyed working with everyone. She went on to say that every time she and her husband come to the library and see the bronze frog it makes them smile.
- PAR. 5 President McKendree replied that Bob always made us all smile. He was a joy in the meetings and was always an eager, happy participant too. She said he always had something good to add and the board came to depend on him greatly. She also said he was a very good friend over the years and will be dearly missed.
- PAR. 6 **MINUTES:** Motion made by President McKendree, seconded by Trustee Engelbrecht, to accept and place on file the minutes of the April 13, 2021 regular board meeting, as presented. Motion carried by voice vote 6 – 0.
- PAR. 7 **ATTORNEY'S REPORT:** No Report.
- PAR. 8 **OFFICERS' REPORTS:**
- PAR. 9 **PRESIDENT REPORT:** No Report.
- PAR. 10 **VICE PRESIDENT:** No Report.
- PAR. 11 **SECRETARY:** No Report.
- PAR. 12 **TREASURER:** Trustee Dujsik presented the financial report dated April 2021 to place on file.
- PAR. 13 Motion made by Trustee Dujsik, seconded by Trustee Buergel, to place on file the Treasurer's report dated April 2021, as presented. Motion carried by voice vote 6 – 0.
- PAR. 14 **FINANCE:** A list of invoices dated May 11, 2021 was presented for payment.
- PAR. 15 Motion made by Trustee Dujsik, seconded by Trustee Buergel, to approve the payment of the May 11, 2021 invoices in the amount of \$137,055.35, as presented. Roll #1 was called. Voting was 'Aye' by Trustee Buergel, Dujsik, Engelbrecht, McLaughlin, Schneider, and President McKendree. No 'Nays'. Motion carried 6 – 0.

- PAR. 16 Trustee Dujsik presented the Finance Committee meeting minutes of March 16, 2021 for approval.
- PAR. 17 Motion made by President McKendree, seconded by Trustee Engelbrecht, to approve and place on file the minutes of the March 16, 2021 Finance Committee meeting, as presented. Motion carried by voice vote 6 – 0.
- PAR. 18 Director Cottonaro presented three proposals to perform the library’s annual audit.
- PAR. 19 Motion made by President McKendree, seconded by Trustee Buergel, to accept the proposal from Illinois NFP Audit and Tax in the amount of \$7,500 annually for three years, 2021, 2022 and 2023, as presented. Roll #2 was called. Voting was ‘Aye’ by Trustee Buergel, Dujsik, Engelbrecht, McLaughlin, Schneider, and President McKendree. No ‘Nays’.
Motion carried 6 – 0.
- PAR. 20 **BUILDING & GROUNDS:** Director Cottonaro presented a building automation system maintenance service agreement from Delta Building Technologies for May 1, 2021 to April 30, 2022.
- PAR. 21 Motion made by President McKendree, seconded by Trustee Dujsik, to accept the proposal from Delta Building Technologies for May 1, 2021 to April 30, 2022 in the amount of \$5,536, as presented. Roll #3 was called. Voting was ‘Aye’ by Trustee Buergel, Dujsik, Engelbrecht, McLaughlin, Schneider, and President McKendree. No ‘Nays’. Motion carried 6 – 0.
- PAR. 22 **POLICY:** No Report.
- PAR. 23 **BY-LAWS:** Director Cottonaro stated that she reviewed the by-laws and will contact Trustee
** McLaughlin regarding the suggested revisions.
- PAR. 24 **PUBLIC RELATIONS:** No Report.
- PAR. 25 **PERSONNEL:** No Report.
- PAR. 26 **TRUSTEE EDUCATION:** Trustee Dujsik reported on the upcoming May 15, 2021 workshop and said he forwarded a handout to all trustees from the April 17th meeting. Some trustees stated they had not received it. Trustee Dujsik said he would resend it to all trustees.
- PAR. 27 Trustee Dujsik also reminded the other trustees of the upcoming A.T.L.A.S. (Area Training for Librarians and Staff) Annual Trustee Workshop, May 22, 2021, 10:00 am at the Orland Park Public Library, 14921 S. Ravinia Ave, Orland Park, IL.
- PAR. 28 **INSURANCE:** Director Cottonaro presented for approval an estimate from Kamm Insurance Group, for the Directors and Officers insurance renewal for fiscal year 2021-2022 in the amount of \$1,544.
- PAR. 29 Motion made by President McKendree, seconded by Trustee McLaughlin, to approve the Directors and Officers insurance renewal for fiscal year 2021-2022 in the amount of \$1,544 from Kamm Insurance Group as presented. Roll #4 was called. Voting was ‘Aye’ by Trustee Buergel, Dujsik, Engelbrecht, McLaughlin, Schneider, and President McKendree. No ‘Nays’.
Motion carried 6 – 0.
- PAR. 30 **MANAGERS REPORTS:** Department Manager reports were presented and placed on file.

- PAR. 31 Trustee Dujsik commended Youth Services Manager, Ms. Malysa, for quickly supplying him with numerous Illinois trail maps. President McKendree commended Adult Librarian Ms. Dearborn on helping a patron in need.
- PAR. 32 **LIBRARY DIRECTOR'S REPORT:** Director Cottonaro presented her report and it was placed on file.
- PAR. 33 Director Cottonaro also reported that Roy Erikson was contacted and informed not to do anything about the dead bushes until further notice.
- PAR. 34 Director Cottonaro informed the board that maintenance staff, Mike C. has returned from his leave.
- PAR. 35 Director Cottonaro stated that the patron survey for the 2021-2024 strategic plan has been completed with input from staff and board and will be mailed out to all district households with return postage paid. She went on to say the survey will also be available online and in-house.
- PAR. 36 She went on to report that a new full-time youth librarian was hired and is set to start on June 15, 2021.
- PAR. 37 Director Cottonaro told the board that Republic Bank is still currently working on our presentation.
- PAR. 38 Director Cottonaro informed the board that she will be hosting the first in-person SLAM (Suburban Libraries Administrators Meeting) since COVID hit in March 2020 on May 13, 2021.
- PAR. 39 Director Cottonaro invited all trustees to attend the retirement reception for our former Youth Services Librarian and current longtime Director of the Orland Park Public Library. It will be held on June 6, 2021, 5-7pm. Any trustees interested in attending should contact Director Cottonaro ASAP.
- PAR. 40 **UNFINISHED BUSINESS:** Director Cottonaro presented for approval the list of regular board meeting dates for fiscal year 2021 - 2022.
- PAR. 41 Motion made by President McKendree, seconded by Trustee Schneider, to approve the list of regular board meeting dates for fiscal year 2021 – 2022, as presented. Motion carried by voice vote 6 – 0.
- PAR. 42 Director Cottonaro presented for approval the amended COVID Travel Policy to exclude fully vaccinated staff from quarantine requirements.
- PAR. 43 Motion made by President McKendree, seconded by Trustee McLaughlin, to approve the amended COVID Travel Policy to exclude fully vaccinated staff from quarantine requirements, as presented. Motion carried by voice vote 6 – 0.
- PAR. 44 **NEW BUSINESS:** Newly re-elected Trustee McKendree and Trustee Schneider were sworn into office by Ms. Regan.
- PAR. 45 **PUBLIC DISCUSSION:** A Proclamation honoring library founder Mary E. McKendree for her 50+ years of library service was read aloud. A short video was also viewed documenting her dedication to the library from 1969 to the present.
- PAR. 46 Under President McKendree's leadership, the Alsip-Merrionette Park Library has grown and flourished. Her business sense has made it possible for the library to run efficiently at minimum cost to the taxpayers. Such dedication and hard work deserve our respect and admiration. On behalf of all those who have been or who are now part of the Alsip-Merrionette Park Library family, we want to say...Thank you President Mary E. McKendree, for a job well done.

PAR. 47 A framed copy of the Proclamation was presented to President McKendree.

PAR. 48 Having no further business come before the Board, the motion to adjourn was made at 4:23 pm by Trustee Dujcik, seconded by Trustee Buerger. Motion carried by voice vote 4 - 0.

MARY JANE SCHNEIDER, SECRETARY

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APPROVED-AMENDED _____ DATE _____

** Denotes follow-up required