

MINUTES
ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
June 12, 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 Treasurer Dujsik. Roll was called. Present were Trustees Dujsik, Engelbrecht, McLaughlin, and Olson. Absent was President McKendree, Trustee Buergel and Trustee Schneider. A quorum was present. Director Cottonaro; Ms. Regan, Business Manager; Ms. Malysa, Youth Services Manager; Ms. Pajor, Adult Services Manager; Ms. Cutshall, Marketing Librarian; and Mr. Jankowski, Maintenance Mechanic. No public was in attendance.
- PAR. 2 In the absence of President McKendree, Treasurer Dujsik served as Chairman pro-tem.
- PAR. 3 In the absence of Secretary Schneider, Trustee McLaughlin served as Secretary pro-tem.
- PAR. 4 The Pledge of Allegiance was recited.
- PAR. 5 President McKendree and Trustee Buergel arrived at 7:05 pm.
- PAR. 6 Treasurer Dujsik relinquished his duties as presiding officer to President McKendree.
- PAR. 7 **MINUTES:** The minutes of the May 8, 2018 regular board meeting were presented for disposition.
- PAR. 8 Motion made by Trustee Dujsik, seconded by Trustee Engelbrecht, to accept and place on file the minutes of the May 8, 2018 regular board meeting, as corrected. Motion carried by voice vote 6 – 0.
- PAR. 9 The minutes of the May 8, 2018 executive session meeting were presented for disposition.
- PAR. 10 Motion made by Trustee Olson, seconded by Trustee Engelbrecht, to accept and place on file the minutes of the May 8, 2018 executive session meeting, as corrected. Motion carried by voice vote 6 – 0.
- PAR. 11 **ATTORNEY’S REPORT:** Director Cottonaro presented correspondence from the library’s attorney regarding the 2017 Tax Year Multiplier that has been set at 2.9627 which is an increase of 5.69% from the final 2016 Cook County multiplier. The higher multiplier means a lower tax rate and that the equalized assessed valuation of the library district increases, which is helpful for the financial rating of the library.
- PAR. 12 **OFFICERS’ REPORTS:**
- PAR. 13 **PRESIDENT REPORT:** President McKendree asked for two trustees to volunteer to review the Fiscal Year 2017 – 2018 regular meeting minutes.
- PAR. 14 Trustee Buergel and McLaughlin volunteered. Ms. Regan will inform them when copies of minutes are available to review.
- PAR. 15 President McKendree would like all the opac computers left on until 10 minutes before closing.
- PAR. 16 **VICE PRESIDENT:** No Report.

- PAR. 17 **SECRETARY:** No. Report.
- PAR. 18 **TREASURER:** Trustee Dujsik would like the Director and himself to meet with bankers at the First Midwest Bank to discuss the library account.
- PAR. 19 Trustee Dujsik presented the financial report dated May 2018 for approval and to be placed on file.
- PAR. 20 Motion made by Trustee Dujsik, seconded by Trustee Olson, to place on file the Treasurer's report dated May 2018, as presented. Motion carried by voice vote 6 – 0.
- PAR. 21 **FINANCE:** A list of invoices dated June 12, 2018 was presented for payment.
- PAR. 22 Motion made by Trustee Dujsik, seconded by Trustee Olson, to approve the payment of the June 12, 2018 invoices in the amount of \$161,050.22, as presented. Roll #1 was called. Voting was 'Aye' by Trustee Buergel, Dujsik, Engelbrecht, McLaughlin, Olson and President McKendree. No 'Nays'. Motion carried. 6 – 0.
- PAR. 23 The minutes of the Budget meeting on May 1, 2018 were tabled until the regular July 10, 2018 board meeting.
- PAR. 24 **BUILDING & GROUNDS:** A proposal from Verde Electric to replace the lighting inside and out with energy efficient lighting was presented for approval.
- PAR. 25 Motion made by Trustee Olson, seconded by Trustee Buergel, to accept the proposal from Verde Electric to replace the lighting inside and out with energy efficient lighting at a cost of \$19,096.40, as presented. Roll #2 was called. Voting was 'Aye' by Trustee Buergel, Dujsik, Engelbrecht, McLaughlin, Olson and President McKendree. No 'Nays'. Motion carried 6 – 0.
- PAR. 26 A proposal from Total Fire and Safety was presented to correct the sump pump alarm system.
- PAR. 27 Motion made by Trustee Olson, seconded by Trustee Buergel, to approve the proposal from Total Fire and Safety to complete work on the sump pump alarm system with an amount not to exceed \$1,000.00. Roll #3 was called. Voting was 'Aye' by Trustees Buergel, Dujsik, Engelbrecht, McLaughlin, Olson and President McKendree. No 'Nays'. Motion carried 6 – 0.
- PAR. 28 The minutes of the June 6, 2018 Building and Grounds Committee meeting were presented for approval.
- PAR. 29 Motion made by Trustee Olson, seconded by Trustee Buergel, to accept and place on file the minutes of the June 6, 2018 Building and Grounds Committee meeting, as presented. Motion carried by voice vote 6 – 0.
- PAR. 30 Director Cottonaro reminded all trustees to arrive at 5:30 pm on the next regular board meeting day, July 10, 2018 for the annual interior inspection.
- PAR. 31 **POLICY** The minutes of the May 8, 2018 Policy Committee meeting were presented for approval.
- PAR. 32 Motion made by President McKendree, seconded by Trustee Olson, to accept and place on file the minutes of the May 8, 2018 Policy Committee meeting, as corrected. Motion carried by voice vote 6 – 0.

- PAR. 33 Director Cottonaro presented the Homebound Policy and application for approval.
- PAR. 34 Motion made by Trustee Dujsik, seconded by Trustee Olson, to approve the Homebound Policy and application, as presented. Roll #4 was called. Voting was ‘Aye’ by Trustee Buergel, Dujsik, Engelbrecht, McLaughlin, Olson and President McKendree. No ‘Nays’. Motion carried 6 – 0.
- PAR. 35 Motion made by Trustee Dujsik, seconded by President McKendree, to purchase 50 red canvas rip stop bags for the Homebound program, as presented. Roll #5 was called. Voting was ‘Aye’ by Trustee Buergel, Dujsik, Engelbrecht, McLaughlin, Olson and President McKendree. No ‘Nays’. Motion carried 6 – 0.
- PAR. 36 **BY-LAWS:** No Report.
- PAR. 37 **PUBLIC RELATIONS:** No Report.
- PAR. 38 **PERSONNEL:** Trustee Engelbrecht stated he will be calling for an executive meeting at the end of the regular meeting to discuss personnel.
- PAR. 39 The minutes of the June 5, 2018 Personnel Committee meeting were presented for approval.
- PAR. 40 Motion made by President McKendree, seconded by Trustee Dujsik, to accept and place on file the minutes of the June 5, 2018 Personnel Committee meeting, as presented. Motion carried by voice vote 6 – 0.
- PAR. 41 **TRUSTEE EDUCATION:** Trustee Dujsik informed all trustees of the upcoming Illinois Library Association Annual Conference to be held at the Peoria Civic Center, Peoria, IL, October 9 – 11, 2018.
- PAR. 42 Director Cottonaro said if any trustees were interested in attending to let her know and she would register them.
- PAR. 43 **INSURANCE:** Director Cottonaro reported receiving rates from USLI, Insurance regarding the library’s insurance and will add it to the agenda for discussion at the regular board meeting on July 10, 2018.
- PAR. 44 **AD HOC COMMITTEE REPORTS:**
- PAR. 45 **HISTORY COMMITTEE:** Trustee Engelbrecht reported that planning is going well regarding Alsip’s Illinois Bicentennial event.
- PAR. 46 He went on to report that the next meeting will be June 20, 2018, 1:00 pm at Prairie Jr. High. The discussion will focus on volunteers and parking for the event.
- PAR. 47 President McKendree suggested gifting the two extra bicentennial flags to the Village and the Park District at one of their monthly meetings.
- PAR. 48 Trustee Engelbrecht commended Director Cottonaro and Ms. Cutshall for all their work towards the bicentennial event.
- PAR. 49 **MARKETING REPORT:** Ms. Cutshall presented her report and said report is attached to these minutes.
- PAR. 50 **LIBRARY DIRECTOR’S REPORT:** Director Cottonaro gave a recap for the Strategic

Plan's 1st year.

- PAR. 51 President McKendree asked Director Cottonaro to put out an RFP (request for proposal) for a space planner to scope out the teen area.
- PAR. 52 Director Cottonaro asked for approval to close the library on September 21, 2018 for a staff training day.
- PAR. 53 Motion made by Trustee Dujsik, seconded by Trustee Buergel, to approve closing the library on September 21, 2018 for a staff training day, as presented. Roll #6 was called. Voting was 'Aye' by Trustee Buergel, Dujsik, Engelbrecht, McLaughlin, Olson and President McKendree. No 'Nays'. Motion carried 6 – 0.
- PAR. 54 **UNFINISHED BUSINESS:** No Report.
- PAR. 55 **NEW BUSINESS:** Director Cottonaro presented a proposal from Roy Erikson Outdoor Maintenance to clean, crack-fill, sealcoat and restripe the library's parking lot.
- PAR. 56 Motion made by President McKendree, seconded by Trustees Buergel and Dujsik, to accept the proposal from Roy Erikson Outdoor Maintenance to clean, crack-fill, sealcoat and restripe the library's parking lot, as presented. Roll #7 was called. Voting was 'Aye' by Trustee Buergel, Dujsik, Engelbrecht, McLaughlin, Olson and President McKendree. No 'Nays'. Motion carried 6 – 0.
- PAR. 57 **PUBLIC DISCUSSION:** None.
- PAR. 58 Motion made by Trustee Engelbrecht, seconded by Trustee Dujsik, to move to executive session at 8:30 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 and President McKendree.
- PAR. 59 Vice President Buergel called the regular meeting back to order at 8:52 pm. Roll was called. Present were Trustee Buergel, Dujsik, Engelbrecht, McLaughlin Olson and President McKendree. A quorum was present.
- PAR. 60 Motion made by Trustee McLaughlin, seconded by Trustee Buergel, to adjourn the meeting at 8:53 pm. Motion carried by voice vote 6 - 0.

THERESE MCLAUGHLIN, SECRETARY PRO-TEM

ALSIP-MERRIONETTE PARK
PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES

APPROVED-AMENDED _____ DATE _____

** Denotes follow-up required