

ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR BOARD MINUTES
June 13, 2023

- PAR. 1 The regular monthly meeting of the ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES was called to order at 3:02 pm by President McKendree. Roll was called. Present were Trustees Buergel, Engelbrecht, Schneider, McLaughlin and President McKendree. A quorum was present. Ms. Cottonaro, Director; Ms. Regan, Business Manager; Ms. Malysa, Youth Services Manager; Ms. Navabi, Adult Services Manager; Ms. Mendoza, Marketing Associate; Mr. Jankowski, Maintenance Mechanic; was also in attendance. Trustee Elect Ms. Rebecca Dujsik, Trustee Elect Ms. Susana Leyva, and Trustee Elect Ms. Natalie Opila, Attorney Perlman and other public was in attendance.
- PAR. 2 The Pledge of Allegiance was recited.
- PAR. 3 **MINUTES:** Motion made by Trustee McLaughlin, seconded by Trustee Buergel, to accept and place on file the minutes of the May 9, 2023, regular board meeting, as presented. Voting was ‘Aye’ by Trustees Buergel, Schneider, McLaughlin and President McKendree. ‘Nay’ by Trustee Engelbrecht. Motion carried by voice vote 4 – 1.
- PAR. 4 Trustee Engelbrecht raised the Question of Personal Privilege.
- PAR. 5 Motion made by Trustee Engelbrecht, seconded by Trustee Buergel, to permit Trustee Engelbrecht to raise a Question of Personal Privilege. Voting was ‘Aye’ by Trustees Buergel, Engelbrecht, Schneider and President McKendree. ‘Nay’ by Trustee McLaughlin. Motion carried 4 – 1.
- PAR. 6 Trustee Engelbrecht proceeded to state that he felt disrespected by the response he received from the library director at the May 9, 2023 regular board meeting regarding the set-up of the patron’s book sale area.
- PAR. 7 Trustee Engelbrecht also provided a memorandum that he wished to have placed in the director’s personnel file.
- PAR. 8 Attorney Perlman stated that the memorandum must be placed on the agenda for the next regular board meeting, July 11, 2023, in order to be addressed by the board.
- PAR. 9 Motion made by President McKendree, seconded by Trustee Schneider, to place the memorandum on the next regular board meeting’s agenda for discussion. Voting was ‘Aye’ by Trustees Buergel, Engelbrecht, Schneider and President McKendree. ‘Nay’ by Trustee McLaughlin. Motion carried 4 – 1.
- PAR. 10 Attorney Perlman reminded the board that a discussion of said memorandum should be had before coming before the board for approval.
- PAR. 11 Motion made by Trustee Engelbrecht, seconded by Trustee McLaughlin, to accept and place on file the minutes of the May 9, 2023, executive session, as presented. Voting was ‘Aye’ by Trustee Buergel, Engelbrecht, Schneider and McLaughlin. No ‘Nays’. ‘Abstain’ by President McKendree. Motion carried by voice vote 4 – 0 – 1.
- PAR. 12 **ATTORNEY’S REPORT:** Attorney Perlman reported information regarding the Levy Edit Report for Tax Year 2022 (Fiscal Year 2024).
- PAR. 13 **OFFICERS’ REPORTS:**
- PAR. 14 **PRESIDENT REPORT:** No Report.

- PAR. 15 **VICE PRESIDENT:** Motion made by Vice President McLaughlin to move the swearing in of the newly elected trustees to the beginning of the meeting. There not being a second, the motion is not before this meeting.
- PAR. 16 **SECRETARY:** Trustee Schneider reported on receiving via Director Cottonaro, a letter from the Office of the Secretary of State awarding the library the 2023 Per Capita Grant in the amount of \$32,149.10.
- PAR. 17 **TREASURER:** The financial report for May 2023 was presented for approval and to be placed on file.
- PAR. 18 Motion made by President McKendree, seconded by Trustee Engelbrecht, to place on file the financial report for May 2023, as presented. Motion carried by voice vote 5 – 0.
- PAR. 19 **FINANCE:** A list of invoices dated June 13, 2023, was presented for payment.
- PAR. 20 Motion made by Trustee Engelbrecht, seconded by Trustee Buerger, to approve the payment of the May 9, 2023, invoices in the amount of \$254,939.06, as presented. Roll #1 was called. Voting was ‘Aye’ by Trustee Buerger, Engelbrecht, Schneider, McLaughlin and President McKendree. No ‘Nays’. Motion carried 5 – 0.
- PAR. 21 **BUILDING & GROUNDS:** Trustee Buerger asked the newly elected trustees to please take a walk around the building, making notes and referring any changes to her.
- PAR. 22 **POLICY:** No Report.
- PAR. 23 **BY-LAWS:** No Report.
- PAR. 24 **PUBLIC RELATIONS:** President McKendree commended Director Cottonaro and staff for the library’s 50th celebration. She went on to say that she loved seeing all the great pictures and heard all good things about the event.
- PAR. 25 **PERSONNEL:** Vice President McLaughlin called a Personnel Committee meeting for June 20, 2023, at 6:30 pm in the Mary E. McKendree board room.
- PAR. 26 **TRUSTEE EDUCATION:** Director Cottonaro reminded trustees of the American Library Association Conference to be held in Chicago between June 22 - 27.
- PAR. 27 **INSURANCE:** Director Cottonaro reported to the board that the current insurance pool for staff has been unsatisfactory and that she is looking into other options.
- PAR. 28 **MANAGERS REPORTS:** Manager’s reports were presented and placed on file.
- PAR. 29 **LIBRARY DIRECTOR’S REPORT:** Director’s report was placed on file. Most items were discussed.
- PAR. 30 Director Cottonaro reported that a new part-time MLS (Master of Library Science) student, Jasmine Monroe, was hired for adult services department.
- PAR. 31 Director Cottonaro stated that last month’s in-service was well received, and many praised it as the best in-service they ever attended at the library.
- PAR. 32 Director Cottonaro went on the report that the library’s budget has been flat for 9 years and the budget for this fiscal year was less than it was in 2016. She noted that the library will be ending this fiscal year with 2 years of operating funds and would like to ask the board that \$535,000. be dedicated to building projects this year, primarily: carpeting.

- PAR. 33 Director Cottonaro informed the board that the library will again be participating in the Alsip Fall Flannel Festival by sponsoring the petting zoo, staffed by library personnel. It was very popular last year. The festival is scheduled for September 23, 2023.
- PAR. 34 Director Cottonaro reported that all three of the newly elected trustees, plus Trustee McLaughlin, attended the ATLAS (Area Training for Librarians And Staff) Trustee workshop. She said it was a packed room and the audience asked so many good questions.
- PAR. 35 Director Cottonaro also reported that she has met with each of the 3 newly elected trustees to review the bylaws, supplied each with copies of Serving Our Public 3.0 and answered any questions they had.
- PAR. 36 **UNFINISHED BUSINESS:** Director Cottonaro presented a proposal from First Communications, LLC for a new phone system for the library.
- PAR. 37 Motion made by President McKendree, seconded by Trustee Buergel, to approve the proposal from First Communications, LLC for the installation of a new phone system with an initial installation cost of \$1,970. and a monthly charge of \$900.57, as presented. Roll #2 was called. Voting was 'Aye' by Trustee Buergel, Engelbrecht, Schneider, McLaughlin and President McKendree. No 'Nays'. Motion carried 5 – 0.
- PAR. 38 Director Cottonaro presented to the board the working budget for fiscal year 2023 – 2024 for approval.
- PAR. 39 Motion made by President McKendree, seconded by Trustee McLaughlin, to approve the working budget for fiscal year 2023 – 2024, as presented. Roll #3 was called. Voting was 'Aye' by Trustee Buergel, Engelbrecht, Schneider, McLaughlin and President McKendree. No 'Nays'. Motion carried 5 – 0.
- PAR. 40 President McKendree asked if another account line number should be added for capital improvements.
- PAR. 41 Director Cottonaro replied that she would create account # 422C for Capital Improvements.
- PAR. 42 Director Cottonaro asked for approval of a 2023 – 2024 cost of living salary increase of 6%.
- PAR. 43 Motion made by Trustee McLaughlin, seconded by Trustee Buergel, to approve the 2023 – 2024 cost of living salary increase of 6%, as presented. Roll #4 was called. Voting was 'Aye' by Trustee Buergel, Engelbrecht, Schneider, McLaughlin and President McKendree. No 'Nays'. Motion carried 5 – 0.
- PAR. 44 **NEW BUSINESS:** President McKendree presented to Mr. Engelbrecht a certificate of appreciation for serving as library trustee from 2011 – 2023.
- PAR. 45 Attorney Perlman administered the oath of office to the newly elected trustees: Ms. Rebecca Dujsik, Ms. Susana Leyva and Ms. Natalie Opila, along with re-elected Trustee Buergel.
- PAR. 46 Mr. Engelbrecht left the meeting.
- PAR. 47 All recently elected trustees were provided with their official Certificate of Election.
- PAR. 48 President McKendree called for nominations to create the Board Officers.
- PAR. 49 Trustee Schneider nominated Trustee McKendree for President. President McKendree let three (3) calls for any additional nominations. There were none. Trustee McKendree accepted the position.

- PAR. 50 Trustee Schneider nominated Trustee McLaughlin as Vice President. President McKendree let three (3) calls for any additional nominations. There were none. Trustee McLaughlin accepted the nomination.
- PAR. 51 Trustee McLaughlin nominated Trustee Opila as Treasurer. President McKendree let three (3) calls for any additional nominations. There were none. Trustee Opila accepted the nomination.
- PAR. 52 Trustee Buerger nominated Trustee Schneider as Secretary. President McKendree let three (3) calls for any additional nominations. There were none. Trustee Schneider accepted the nomination.
- PAR. 53 President McKendree encouraged all trustees to think about what committee's they would like to serve on and come prepared to choose a committee at the regular July 11, 2023 board meeting.
- PAR. 54 Director Cottonaro presented for board approval; a list of the board meeting dates for fiscal year 2023 – 2024.
- PAR. 55 It was the consensus of the board to table the approval of the fiscal year 2023 – 2024 board meeting dates until the next regular board meeting July 11, 2023.
- PAR. 56 **PUBLIC DISCUSSION:** None.
- PAR. 57 Motion made by Trustee Dujsik, seconded by Trustee Leyva, to adjourn the meeting at 4:33 pm. Motion carried by voice vote 7 - 0.

MARY JANE SCHNEIDER, SECRETARY

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APPROVED-AMENDED _____ DATE _____

** Denotes follow-up required