

MINUTES
ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
August 14, 2018

- PAR. 1 The regular monthly meeting of the ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES was called to order at 7:03 pm by President McKendree. Roll was called. Present were Trustees Buergel, Dujsik, Engelbrecht, McLaughlin, Olson, Schneider and President McKendree. A quorum was present. Director Cottonaro; Ms. Regan, Business Manager; Ms. Malysa, Youth Manager; Ms. Leyva, Patron Services Manager; Ms. Pajor, Adult Services Manager; Ms. Cutshall, Marketing Librarian; and Mr. Hoge, public; was in attendance.
- PAR. 2 The Pledge of Allegiance was recited.
- PAR. 3 **MINUTES:** The minutes of the July 10, 2018 regular board meeting were presented for disposition.
- PAR. 4 Motion made by Trustee Olson, seconded by Trustee Buergel, to accept and place on file the minutes of the July 10, 2018 regular board meeting, as corrected. Motion carried by voice vote 7 – 0.
- PAR. 5 The minutes of the July 10, 2018 executive session meeting were presented for disposition.
- PAR. 6 Motion made by Trustee Olson, seconded by Trustee Dujsik, to accept and place on file the minutes of the July 10, 2018 executive session meeting, as presented. Motion carried by voice vote 7 – 0.
- PAR. 7 **ATTORNEY’S REPORT:** Director Cottonaro presented from the library’s attorney, Ordinance No. 18-9-2, an *ORDINANCE PROVIDING FOR A BUDGET AND APPROPRIATIONS FOR THE FISCAL YEAR BEGINNING ON JULY 1, 2018 AND ENDING ON JUNE 30, 2019 FOR THE ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT*, in tentative form.
- PAR. 8 Motion made by President McKendree, seconded by Trustee Buergel, to accept and place on file Ordinance No. 18-9-2, an *ORDINANCE PROVIDING FOR A BUDGET AND APPROPRIATIONS FOR THE FISCAL YEAR BEGINNING ON JULY 1, 2018 AND ENDING ON JUNE 30, 2019 FOR THE ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT*, in tentative form, as presented. Roll #1 was called. Voting was ‘Aye’ by Trustee Buergel, Dujsik, Engelbrecht, McLaughlin, Olson, Schneider and President McKendree. No ‘Nays’. Motion carried 7 – 0.
- PAR. 9 **OFFICERS’ REPORTS:**
- PAR. 10 **PRESIDENT REPORT:** President McKendree mentioned how nice it is to see both meetings rooms being used. She also stated it was nice seeing the mention of the upcoming bicentennial event in the Village of Alsip newsletter.
- PAR. 11 **VICE PRESIDENT:** No Report.
- PAR. 12 **SECRETARY:** No. Report.
- PAR. 13 **TREASURER:** Trustee Dujsik presented the financial report dated July 2018 for approval and to be placed on file.

- PAR. 14 Motion made by Trustee Olson, seconded by Trustee Dujsik, to place on file the Treasurer's report dated July 2018, as presented. Motion carried by voice vote 7 – 0.
- PAR. 15 **FINANCE:** A list of invoices dated August 14, 2018 was presented for payment.
- PAR. 16 Motion made by Trustee Dujsik, seconded by Trustee Buergel, to approve the payment of the August 14, 2018 invoices in the amount of \$177,554.03 as presented. Roll #2 was called. Voting was 'Aye' by Trustee Buergel, Dujsik, Engelbrecht, McLaughlin, Olson, Schneider and President McKendree. No 'Nays'. Motion carried 7 – 0.
- PAR. 17 Ms. Regan presented a late invoice from the 1st Michigan Engineers and Mechanic Civil War reenactment group to perform at the bicentennial event for approval.
- PAR. 18 Motion made by President McKendree, seconded by Trustee Schneider, to approve payment to the 1st Michigan Engineers and Mechanic Civil War reenactment group in the amount of \$125.00, as presented. Roll #3 was called. Voting was 'Aye' by Trustee Buergel, Dujsik, Engelbrecht, McLaughlin, Olson, Schneider and President McKendree. No 'Nays'. Motion carried 7 – 0.
- PAR. 19 Director Cottonaro reported that the previous meeting with PMA Financial had to be cancelled and that a new meeting date is set for August 20, 2018, 1:00 pm in the Mary E. McKendree board room. She went on to say that all trustees are welcome to attend.
- PAR. 20 Director Cottonaro also reported that she will follow up with securing an appointment with
** First Midwest Bank and will inform Treasurer Dujsik when an appointment is set to discuss future banking options.
- PAR. 21 **BUILDING & GROUNDS:** Trustee Olson presented the minutes from the July 24, 2018 Building and Grounds Committee meeting for approval.
- PAR. 22 Motion made by Trustee Buergel, seconded by Trustee McLaughlin, to accept and place on file the minutes of the Building and Grounds committee meeting on July 24, 2018, as presented. Motion carried by voice vote 7 – 0.
- PAR. 23 Trustee Olson went on to report that several issues need to be discussed in a Building and Grounds Committee meeting and set a meeting date for September 19, 2018 at 1:15 pm in the Mary E. McKendree board room.
- PAR. 24 It was the consensus of the board to have the dead tree removed at the southwest corner of the building.
- PAR. 25 **POLICY** Trustee Schneider set a Policy Committee meeting for August 29, 2018 at 1:15 pm in the Mary E. McKendree Board Room.
- PAR. 26 **BY-LAWS:** No Report.
- PAR. 27 **PUBLIC RELATIONS:** Ms. Cutshall reported that Walgreen's, located at 12290 S. Pulaski Rd. in Alsip will be hosting a Health Fair. She and Ms. Kaitlin Rader of the youth department will be representing the library with giveaways.
- PAR. 28 **PERSONNEL:** Trustee Engelbrecht stated he will be calling for an executive meeting at the end of the regular meeting to discuss personnel.
- PAR. 29 **TRUSTEE EDUCATION:** No Report.

- PAR. 30 **INSURANCE:** No Report.
- PAR. 31 **AD HOC COMMITTEE REPORTS:**
- PAR. 32 **HISTORY COMMITTEE:** Trustee Engelbrecht reported again that everything is moving along nicely regarding Alsip’s Illinois Bicentennial event.
- PAR. 33 Trustee Engelbrecht informed the board that the insurance for the cannon use at the bicentennial event is very expensive and decided not to have the cannon blast.
- PAR. 34 He went on to report that the next meeting will be August 16, 2018, 1:00 pm at the Alsip Pool and said all are welcome to attend.
- PAR. 35 Trustee Engelbrecht thanked the Director and Ms. Cutshall for their part in putting the bicentennial event together.
- PAR. 36 President McKendree commended all who had a hand in making the bicentennial event happen.
- 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 presented her report, most items had been discussed.
- PAR. 39 Director Cottonaro reported updates regarding the lighting project with Verde and will keep the board informed as the project moves forward.
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- PAR. 40 She also reported that there still hasn’t been any response regarding the sump pump alarm issues and that the attorney is handling all correspondence.
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- PAR. 41 She went on to say that the Alsip’s mayor’s office reached out to her asking if the library will be participating in this year’s ‘Holidays on Pulaski’ event on December 7, 2018 and suggested opening 1:00 pm to 9:00 pm that day to participate in the event.
- PAR. 42 A lively discussion ensued.
- PAR. 43 It was the consensus of the board to approve participating in the December 7, 2018 Holidays on Pulaski event and asked the Director to present a budget for the event at the next monthly board meeting on September 11, 2018.
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- PAR. 44 Director Cottonaro presented a notice from the Village of Alsip regarding important information about the drinking water and an upcoming water main project. The report is attached to these minutes.
- PAR. 45 The Director reported on various companies available for the fundraising brick project and will supply information to the Building and Grounds Committee for review.
- PAR. 46 Director Cottonaro reported that the ‘Homebound Delivery’ bags should be delivered in the next few weeks and is planning on moving ahead with this project after the bicentennial event is over. She stated that she is planning to make a visit to Heritage for bingo to talk to some of the residents and would like to include a form in the library’s newsletter.

- PAR. 47 President McKendree asked Director Cottonaro to let her know when she plans on visiting
 ** Heritage, stating that she would like to attend and introduce Trustee McLaughlin and
 Trustee Olson to the residents.
- PAR. 48 Director Cottonaro also reported the J&J Flooring has offered to run off more than just the
 ** 200 square yards, she said they will be coming to the library to survey the carpeting. She
 suggested waiting until the September 11, 2018 board meeting to make any final decisions.
- PAR. 49 **UNFINISHED BUSINESS:** None.
- PAR. 50 **NEW BUSINESS:** A new regular board meeting time from November through March of
 1:15 pm was presented to the board for approval.
- PAR. 51 Motion made by President McKendree, seconded by Trustee Olson, to approve the new
 time of 1:15 pm for the regular monthly board meetings from November 2018 through
 March 2019, as presented. Roll #4 was called. Voting was ‘Aye’ by Trustee Buergel,
 Dujsik, McLaughlin, Olson, Schneider and President McKendree. ‘Nay’ by Trustee
 Engelbrecht. Motion carried 6 – 1.
- PAR. 52 **PUBLIC DISCUSSION:** None.
- PAR. 53 Motion made by Trustee Olson, seconded by Trustee Buergel, to move to executive session
 at 8:08 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, Schneider, and President McKendree.
- PAR. 54 President McKendree called the regular meeting back to order at 8:27 pm. Roll was called.
 Present were Trustee Buergel, Dujsik, Engelbrecht, McLaughlin, Olson, Schneider and
 President McKendree. A quorum was present.
- PAR. 55 Motion made by Trustee Engelbrecht, seconded by Trustee Dujsik, to approve the salary
 increase as recommended by the Personnel Committee. Roll #5 was called. Voting was
 ‘Aye’ by Trustee Buergel, Dujsik, Engelbrecht, McLaughlin, Olson, Schneider and
 President McKendree. No ‘Nays”. Motion carried 7 – 0.
- PAR. 56 Motion made by Trustee Dujsik, seconded by Trustee Olson, to adjourn the meeting at
 8:30 pm. Motion carried by voice vote 7 - 0.

MARY JANE SCHNEIDER, SECRETARY

 ALSIP-MERRIONETTE PARK
 PUBLIC LIBRARY DISTRICT
 BOARD OF TRUSTEES
 APPROVED-AMENDED _____ DATE _____

** Denotes follow-up required