

MINUTES  
ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
September 11, 2018

- PAR. 1 The regular monthly meeting of the ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES was called to order at 7:04 pm by President McKendree. Roll was called. Present were Trustees Buerger, Dujsik, Engelbrecht, McLaughlin, Olson, Schneider and President McKendree. A quorum was present. Director Cottonaro; Ms. Regan, Business Manager; Ms. Leyva, Patron Services Manager; Ms. Pajor, Adult Services Manager; Ms. Cutshall, Marketing Librarian and Attorney Perlman was in attendance. No public was in attendance.
- PAR. 2 The Pledge of Allegiance was recited.
- PAR. 3 **MINUTES:** The minutes of the August 14, 2018 regular board meeting were presented for disposition.
- PAR. 4 Motion made by Trustee Dujsik, seconded by Trustee Buerger, to accept and place on file the minutes of the August 14, 2018 regular board meeting, as corrected. Motion carried by voice vote 7 – 0.
- PAR. 5 The minutes of the August 14, 2018 executive session meeting were presented for disposition.
- PAR. 6 Motion made by Trustee Dujsik, seconded by Trustee Olson, to accept and place on file the minutes of the August 14, 2018 executive session meeting, as presented. Motion carried by voice vote 7 – 0.
- PAR. 7 President McKendree asked to move to the Presidents report for a brief presentation of various pictures from library events uploaded to the library’s Facebook page.
- PAR. 8 President McKendree again encouraged all trustees to become dedicated advocates by using and visiting the Library’s Facebook page.
- PAR. 9 **ATTORNEY’S REPORT:** Attorney Perlman presented 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* and reported a notice had been published for 30 days according to the law regarding the public hearing for tonight, September 11, 2018.
- PAR. 10 President McKendree called to order the public hearing at 7:15 pm concerning the Budget and Appropriations for Fiscal Year 2018 – 2019.
- PAR. 11 Hearing no questions or objections from the public, President McKendree closed the public hearing at 7:16 pm.

- PAR. 12 Motion made by President McKendree, seconded by Trustee Olson, 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*, 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. 13 Attorney Perlman went on to discuss the library’s bonds payment and asked the board how they would like him to proceed.
- PAR. 14 Attorney Perlman recommended the bonds be paid in full by December 2018.
- PAR. 15 Motion made by Trustee Dujsik, seconded by Trustee McLaughlin, to pay the December 2019 principal payment of \$550,000 and the December 2020 principal payment of \$565,000 by December 15, 2018, as recommended by Attorney Perlman. 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. 16 Attorney Perlman stated he would have the Tax Levy Ordinance ready for approval at the October or November regular board meeting.
- PAR. 17 The attorney also reported that he has still not had any response to his emails and phone calls regarding the pass codes for the sump pump alarm system. He said he will try to contact the company again.
- PAR. 18 He also reminded all trustees running in the 2019 election that the first day to circulate petitions is September 18, 2018 and petition filing starts December 10, 2018.
- PAR. 19 Ms. Regan will print out petition forms for Trustee McLaughlin and Trustee Olson.
- PAR. 20 Attorney Perlman left the meeting at 7:41 pm.
- PAR. 21 **OFFICERS’ REPORTS:**
- PAR. 22 **PRESIDENT REPORT:** None
- PAR. 23 **VICE PRESIDENT:** No Report.
- PAR. 24 **SECRETARY:** It was the consensus of the board to hold their annual staff award dinner at the Double Tree Hotel located in Alsip and would like it to be on December 14, 2018. Ms. Regan will contact the hotel and make reservations.
- PAR. 25 **TREASURER:** Trustee Dujsik presented the financial report dated August 2018 for approval and to be placed on file.
- PAR. 26 Motion made by Trustee Dujsik, seconded by Trustee Olson, to place on file the Treasurer’s report dated August 2018, as presented. Motion carried by voice vote 7 – 0.
- PAR. 27 Trustee Dujsik reported meeting with officials at First Midwest Bank and stated they agreed to update the library interest rates effective August 24, 2018.

- PAR. 28 He went on to say that he would like to hold off on any proposals to further invest with PMA Financials until after the bond payment in December 2018.
- PAR. 29 **FINANCE:** A list of invoices dated September 11, 2018 was presented for payment.
- PAR. 30 Motion made by Trustee Dujsik, seconded by Trustee Buergel, to approve the payment of the August 14, 2018 invoices in the amount of \$181,446.72, as presented. Roll #3 was called. Voting was ‘Aye’ by Trustee Buergel, Dujsik, Engelbrecht, McLaughlin, Olson, and Schneider. ‘Nay’ by President McKendree. Motion carried 6 – 1.
- PAR. 31 **BUILDING & GROUNDS:** President McKendree stated how nice the parking lot looked.
- PAR. 32 Trustee Olson reminded all trustees of the Building and Grounds Committee meeting on September 19, 2018 at 1:15 pm.
- PAR. 33 **POLICY** Trustee Schneider presented minutes from the August 29, 2018 Policy Committee meeting for approval.
- PAR. 34 Motion made by Trustee McLaughlin, seconded by Trustee Dujsik, to accept and place on file the minutes of the August 29, 2018 Policy Committee meeting, as presented. Motion carried by voice vote. 7 – 0.
- PAR. 35 Motion made by Trustee Schneider, seconded by Trustee Dujsik, to accept the Policy Committee’s recommended revisions to Policy No. III Issuance of Library Cards, as presented. Roll #4 was called. Voting was ‘Aye’ by Trustee Buergel, Dujsik, Engelbrecht, McLaughlin, Olson, Schneider and President McKendree. No ‘Nays’. Motion carried 7 – 0.
- PAR. 36 **BY-LAWS:** No Report.
- PAR. 37 **PUBLIC RELATIONS:** President McKendree asked Ms. Cutshall to send pictures of the Bicentennial Event to local newspapers. President McKendree remarked how much she enjoyed the civil reenactment group and the President Lincoln impersonator and said it would be nice to have a program at the library that includes them in the future.
- PAR. 38 **PERSONNEL:** No Report.
- PAR. 39 **TRUSTEE EDUCATION:** Director Cottonaro reminded all trustees of the ILA Annual Conference in Peoria, IL in October 2018 and said to contact her if they would like to attend.
- PAR. 40 Trustee Dujsik reported on an article from the August 2018 Illinois Library Association Reporter regarding accrual vs. cash basis accounting methods. The article states that the Illinois Library Association supports Amendment 1 to H.B. 4104 on this issue, which states if a library’s audits have been performed on the cash basis of accounting, the library can continue to do so in the future. The bill passed and ILA expects it to be signed by the Governor.
- PAR. 41 **INSURANCE:** No Report.

- PAR. 42        **AD HOC COMMITTEE REPORTS:**
- PAR. 43        **HISTORY COMMITTEE:** Trustee Engelbrecht set a History Committee meeting to immediately follow the Building and Grounds Committee meeting being held on September 19, 2018 at 1:15 pm.
- PAR. 44        Trustee Engelbrecht also said he has been speaking to Director Cottonaro regarding the cabinet and where to place it in the library.
- PAR. 45        **MARKETING REPORT:** Ms. Cutshall presented her report and said report is attached to these minutes.
- PAR. 46        **LIBRARY DIRECTOR’S REPORT:** Director Cottonaro presented her report, most items had been discussed.
- PAR. 47        Director Cottonaro reported on updates regarding the lighting project with Verde and will keep the board informed as the project moves forward.  
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- PAR. 48        She reported that plans to participate in Alsip’s ‘Christmas on Pulaski’ are going well.
- PAR. 49        Director Cottonaro reported that the ‘Homebound Delivery’ bags have arrived and that she will be visiting Heritage in the next few weeks.  
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- PAR. 50        President McKendree left the room at 8:23 pm.
- PAR. 51        Director Cottonaro also reported the J&J Flooring is producing all the defective carpeting and coordinating with Carpet Crafters, located in Alsip for the labor, (J&J Flooring will be paying labor charges). The library will be responsible for the cost of moving the furniture and stacks. She reported that she has contacted Hallett Movers for a quote on the project.  
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- PAR. 52        President McKendree returned at 8:29 pm.
- PAR. 53        **UNFINISHED BUSINESS:** None.
- PAR. 54        **NEW BUSINESS:** No Report.
- PAR. 55        **PUBLIC DISCUSSION:** None.
- PAR. 56        Motion made by Trustee Dujsik, seconded by Trustee Buerger, to adjourn the meeting at 8:31 pm. Motion carried by voice vote 7 - 0.

MARY JANE SCHNEIDER, SECRETARY

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

\*\* Denotes follow-up required