

MINUTES
ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
October 9, 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 Vice President Buergel. Roll was called. Present were Trustees Buergel, Dujsik, Engelbrecht, McLaughlin, Olson, and Schneider. Absent was President McKendree. A quorum was present. Director Cottonaro; Ms. Regan, Business Manager; Ms. Malysa, Youth Services Manager; Ms. Leyva, Patron Services Manager; Ms. Pajor, Adult Services Manager; Ms. Cutshall, Marketing Librarian; Mr. Jankowski, Maintenance Mechanic; Mr. Cyganiewicz and Attorney Perlman was in attendance. Mike Shares of Renaissance Communication Systems, public, was also in attendance.
- PAR. 2 In the absence of President McKendree, Vice President Buergel served as Chairman pro-tem.
- PAR. 3 The Pledge of Allegiance was recited.
- PAR. 4 **MINUTES:** The minutes of the September 11, 2018 regular board meeting were presented for disposition.
- PAR. 5 Motion made by Trustee Dujsik, seconded by Trustee Olson, to accept and place on file the minutes of the September 11, 2018 regular board meeting, as presented. Motion carried by voice vote 6 – 0.
- PAR. 6 **ATTORNEY’S REPORT:** Attorney Perlman reported that notice has been sent out to
** redeem the bonds, as instructed by the board at the September 11, 2018 regular board meeting, which will take place in December 2018.
- PAR. 7 He went on to report that the Tax Levy Ordinance will be ready to come before the board
** at the November 13, 2018 regular board meeting.
- PAR. 8 Mike Shares of Renaissance Communication Systems addressed the board regarding the library’s security system.
- PAR. 9 President McKendree arrived at 7:12 pm.
- PAR. 10 Vice President Buergel relinquished her duties as presiding officer to President McKendree.
- PAR. 11 A lively discussion ensued.
- PAR. 12 Mr. Shares left at 7:21 pm.
- PAR. 13 Trustee Engelbrecht asked the Attorney if the library should be exempt from the taxes billed on monthly Nicor bills.

- PAR. 14 Attorney Perlman replied the library district is not exempt from these taxes, as the taxes are imposed by the state (or local government) to the utility companies and then the taxes are passed through as charges from the public utility companies to the user. Unlike sales taxes that are imposed as a use tax (charged by the state to ultimate user), the public utility fund tax and state revenue taxes are imposed upon each public utility.
- PAR. 15 Attorney Perlman left the meeting at 7:41 pm.
- PAR. 16 **OFFICERS' REPORTS:**
- PAR. 17 **PRESIDENT REPORT:** No Report.
- PAR. 18 **VICE PRESIDENT:** No Report.
- PAR. 19 **SECRETARY:** No Report.
- PAR. 20 **TREASURER:** Trustee Dujsik presented the financial report dated September 2018 for approval and to be placed on file.
- PAR. 21 Motion made by Trustee Dujsik, seconded by President McKendree, to place on file the Treasurer's report dated September 2018, as presented. Motion carried by voice vote 7 – 0.
- PAR. 22 **FINANCE:** A list of invoices dated October 9, 2018 was presented for payment.
- PAR. 23 Motion made by Trustee Dujsik, seconded by Trustee Buergel, to approve the payment of the October 9, 2018 invoices in the amount of \$198,060.65, as presented. Roll #1 was called. Voting was 'Aye' by Trustee Buergel, Dujsik, Engelbrecht, McLaughlin, Olson, Schneider and President McKendree. Motion carried 7 – 0.
- PAR. 24 **BUILDING & GROUNDS:** Trustee Olson presented the minutes from the September 19, 2018 Building and Grounds Committee meeting.
- PAR. 25 Director Cottonaro reported that information regarding the brick engraving company used by the Alsip Park District is included in all trustee board packets for review.
- PAR. 26 Trustee Olson reported that with little interest shown regarding the purchase of a bronze statue, further discussion will be put on hold.
- PAR. 27 Director Cottonaro reported she is still waiting on news from the carpet manufacturer that the carpet run has been complete and further stated that Hallett Movers has yet to send us their quote for moving the stacks.
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- PAR. 28 She went on to report the current lighting project is done and that she is waiting on advice from a space planner to discuss further lighting projects.
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- PAR. 29 Motion made by Trustee Olson, seconded by Trustee Buergel, to accept and place on file the minutes of the September 19, 2018 Building and Grounds Committee meeting, as presented. Motion carried by voice vote. 7 – 0.
- PAR. 30 **POLICY** Director Cottonaro provided a copy of the Meeting Room Usage Policy 6.50 in all board members packets and would like the board to consider a few revisions.

- PAR. 31 President McKendree asked Director Cottonaro to prepare a draft of the suggested
** revisions to Meeting Room Policy 6.50 for board review.
- PAR. 32 **BY-LAWS:** No Report.
- PAR. 33 **PUBLIC RELATIONS:** No Report.
- PAR. 34 **PERSONNEL:** No Report.
- PAR. 35 **TRUSTEE EDUCATION:** Trustee Dujsik reminded all trustees that Thursday, October 11, 2018 is Trustee Day at the ILA Annual Conference in Peoria, IL.
- PAR. 36 **INSURANCE:** No Report.
- PAR. 37 **AD HOC COMMITTEE REPORTS:**
- PAR. 38 **HISTORY COMMITTEE:** Trustee Engelbrecht reported that the History Committee met following the Building and Grounds Committee meeting held on September 19, 2018.
- PAR. 39 Trustee Engelbrecht also reported that the historical cabinet has been filled and placed on the first floor near the staff elevator.
- PAR. 40 Trustee Olson stated he had seen it on a walk-around and it looked very nice.
- PAR. 41 **MARKETING REPORT:** Ms. Cutshall presented her report and said report is attached to these minutes.
- PAR. 42 **LIBRARY DIRECTOR'S REPORT:** Director Cottonaro presented her report, most items had been discussed.
- PAR. 43 She reported that plans to participate in Alsip's 'Christmas on Pulaski' are going well and stated there will be hot chocolate, cookies, log fire video on all TV's, a holiday movie showing in the large meeting room, and a tree ornament craft.
- PAR. 44 Director Cottonaro reported that the library is at a five-year low with staffing. She said this
** is due to positions not being filled when staff left, as well as the consolidation and reallocation of job duties. She went on to ask the board to entertain a reevaluation of the full staff and consider adding where needed for the coming budget year.
- PAR. 45 Director Cottonaro also reported that all pages will be reverting back to the Adult and Youth Service departments this November.
- PAR. 46 **UNFINISHED BUSINESS:** None.
- PAR. 47 **NEW BUSINESS:** Director Cottonaro presented for approval a proposal from Roy Erikson Outdoor Maintenance to provide snowplowing services from November 2018 through and including March 2019.
- PAR. 48 Motion made by Trustee Buergel, seconded by President McKendree, to accept the proposal from Roy Erikson Outdoor Maintenance to provide snowplowing services from November 2018 through and including March 2019, 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. 49 Director Cottonaro presented proposals from Orkin and Terminix to treat a current insect problem.
- PAR. 50 Motion made by Trustee Dujsik, seconded by Trustee Olson, to accept the proposal from Terminix to treat the current insect problem, 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. 51 **PUBLIC DISCUSSION:** Ms. Pajor informed the board that the Knit and Crochet group has dis-banned.
- PAR. 52 President McKendree stated she would like to see a quilting group come back to the library.
- PAR. 53 Motion made by Trustee Olson, seconded by Trustee Buergel, to adjourn the meeting at 8:48 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