

ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR BOARD MINUTES

November 9, 2021

- PAR. 1 The regular monthly meeting of the ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES was called to order at 3:08 pm by President McKendree. Roll was called. Present were Trustees Buergel, Engelbrecht, Schneider and President McKendree. Absent was Trustee Dujsik and Trustee McLaughlin. A quorum was present. Ms. Pajor, Adult Services Manager; Ms. Malysa, Youth Services Manager; Mr. Craig, Youth Services Clerk and Ms. Ward public were also in attendance.
- PAR. 2 The Pledge of Allegiance was recited.
- PAR. 3 **MINUTES:** Motion made by Trustee Buergel, seconded by Trustee Engelbrecht, to accept and place on file the minutes of the October 12, 2021 regular board meeting, as corrected. Motion carried by voice vote 4 – 0.
- PAR. 4 Motion made by Trustee Engelbrecht, seconded by Trustee Schneider, to accept and place on file the minutes of the October 26, 2021 special board meeting, as presented. Motion carried by voice vote 4 – 0.
- PAR. 5 **ATTORNEY’S REPORT:** Attorney Perlman presented for approval, Ordinance No. 21-11-2, *AN ORDINANCE PROVIDING FOR THE LEVYING, ASSESSMENT AND COLLECTION OF TAXES FOR CORPORATE AND OTHER PURPOSES IN THE ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT FOR THE FISCAL YEAR BEGINNING JULY 1, 2021 AND ENDING JUNE 30, 2022.*
- PAR. 6 Motion made by President McKendree, seconded by Trustee Engelbrecht, to approve Ordinance No. 21-11-2, *AN ORDINANCE PROVIDING FOR THE LEVYING, ASSESSMENT AND COLLECTION OF TAXES FOR CORPORATE AND OTHER PURPOSES IN THE ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT FOR THE FISCAL YEAR BEGINNING JULY 1, 2021 AND ENDING JUNE 30, 2022, as presented.* Roll #1 was called. Voting was ‘Aye’ by Trustee Buergel, Engelbrecht, Schneider and President McKendree. Motion carried 4– 0.
- PAR. 7 **OFFICERS’ REPORTS:**
- PAR. 8 **PRESIDENT REPORT:** President McKendree stated that a special board meeting should be set to discuss the two interviewees for the vacant trustee seat. She went on to ask Ms. Regan to compile a list of available meeting dates in November and December from all trustees.
- PAR. 9 **VICE PRESIDENT:** No Report.
- PAR. 10 **SECRETARY:** Secretary Schneider read aloud a thank note from Director Cottonaro and Ms. Roe-Chapman.
- PAR. 11 Trustee Dujsik arrived at 3:20 pm.
- PAR. 12 **TREASURER:** The financial report dated October 2021 was presented to place on file.

- PAR. 13 Motion made by Trustee Dujsik, seconded by Trustee Buergel, to place on file the Treasurer's report dated October 2021, as presented. Roll #2 was called. Voting was 'Aye' by Trustee Buergel, Dujsik, Engelbrecht, Schneider and President McKendree. Motion carried 5 – 0.
- PAR. 14 **FINANCE:** A list of invoices dated November 9, 2021 was presented for payment.
- PAR. 15 Motion made by Trustee Dujsik, seconded by Trustee Buergel, to approve the payment of the November 9, 2021 invoices in the amount of \$171,245.18, as presented. Roll #3 was called. Voting was 'Aye' by Trustee Buergel, Dujsik, Engelbrecht, Schneider, and President McKendree. No 'Nays'. Motion carried 5 – 0.
- PAR. 16 A late bill from Hanover Insurance was presented for payment.
- PAR. 17 Motion made by President McKendree, seconded by Trustee Dujsik, to approve the payment of the late bill from Hanover Insurance in the amount of \$15,040.00, as presented. Roll #4 was called. Voting was 'Aye' by Trustee Buergel, Dujsik, Engelbrecht, Schneider, and President McKendree. No 'Nays'. Motion carried 5 – 0.
- PAR. 18 **BUILDING & GROUNDS:** Motion made by Trustee Buergel, seconded by President McKendree, to approve the proposal from Roy Erikson Outdoor Maintenance to 'core, aerify, over seed and deep fertilize all lawn areas late November in the amount of \$1,187.00, as presented. Roll #5 was called. Voting was 'Aye' by Trustee Buergel, Dujsik, Engelbrecht, Schneider, and President McKendree. No 'Nays'. Motion carried 5 – 0.
- PAR. 19 Motion made by Trustee Buergel, seconded by President McKendree, to approve the proposal from Roy Erikson Outdoor Maintenance to 'Cut back all perennials, prune back all woody plants to an acceptable level, fertilize all plants & trees. Install 4 inches of high quality mulch to insulate and protect all plantings in the amount of \$5,056.00, as presented. Roll #6 was called. Voting was 'Aye' by Trustee Buergel, Dujsik, Engelbrecht, Schneider, and President McKendree. No 'Nays'. Motion carried 5 – 0.
- PAR. 20 **POLICY:** Director Cottonaro suggested the Bereavement Policy be reviewed and updated.
- PAR. 21 President McKendree asked Trustee Schneider to set up a Policy Committee meeting to discuss.
** Director Cottonaro will contact Trustee Schneider with available dates.
- PAR. 22 **BY-LAWS:** No Report.
- PAR. 23 **PUBLIC RELATIONS:** President McKendree commended staff, Ms. Pajor, Adult Service Manager; Ms. Dearborn, Adult Librarian and Ms. Baillie, Youth Librarian for the fantastic job in handling the library's quarterly newsletter and social media accounts. She went on to say that the Newsletter was really nicely done.
- PAR. 24 **PERSONNEL:** No Report.
- PAR. 25 **TRUSTEE EDUCATION:** Trustee Dujsik informed the board of two upcoming ILA (Illinois Library Association) webinars for library trustees. The webinars will be held on November 11 and November 22, 2021 at noon, any trustees interested in attending should contact Director Cottonaro.
- PAR. 26 President McKendree asked Director Cottonaro to sign her up for both webinars.
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- PAR. 27 **INSURANCE:** No Report.
- PAR. 28 **MANAGERS REPORTS:** Department Manager reports were placed on file.
- PAR. 29 President McKendree commended Ms. Pajor and all of the Adult Service Department Staff on all the wonderful programs they are having. She went on to say if anyone needs help with the Matt Kramer display, to give her a call and she will be happy to assist.
- PAR. 30 The Board welcomed new Patron Services Clerk, David Craig.
- PAR. 31 **BUSINESS MANAGER’S REPORT:** The Business Manager’s report was placed on file.
- PAR. 32 **UNFINISHED BUSINESS:** President McKendree will appoint vacant second committee seats when all trustees are present.
- PAR. 33 Motion made by President McKendree, seconded by Trustee Dujsik, to accept and place on file the annual audit report from Illinois NFP Audit and Tax, LLP, as presented. Roll #7 was called. Voting was “Aye” by Trustee Buergel, Dujsik, Engelbrecht, Schneider, and President McKendree. No ‘Nays’. Motion carried 5 – 0.
- PAR. 34 President McKendree stated that she would provide minutes from the trustee candidate
** interviews.
- PAR. 35 **NEW BUSINESS:** Motion made by President McKendree, seconded by Trustee Engelbrecht, to ratify the special unpaid leave request from Mr. Cyganiewicz, Maintenance Mechanic starting November 9, 2021, returning November 26, 2021, as presented. Roll #8 was called. Voting was ‘Aye’ by Trustee Buergel, Dujsik, Engelbrecht, Schneider, and President McKendree. No ‘Nays’. Motion carried 5 – 0.
- PAR. 36 Trustee Engelbrecht asked why most of the reference collection is missing.
- PAR. 37 Ms. Pajor explained that encyclopedias are expensive and rarely used by patrons. Her department focuses on purchasing materials that library patron’s request. Ms. Pajor informed him that the library offers two online encyclopedias and that some print materials have been moved from the reference collection to circulation. Ms. Malysa stated that the World Book Encyclopedia is available in print in the youth department.
- PAR. 38 **PUBLIC DISCUSSION:** None.
- PAR. 39 Motion made by Trustee Schneider, seconded by Trustee Buergel, to adjourn the meeting at 4:28 pm. Motion carried by voice vote 5 - 0.

MARY JANE SCHNEIDER, SECRETARY

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APPROVED-AMENDED _____ DATE _____

** Denotes follow-up required