

MINUTES
ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
November 13, 2018

- PAR. 1 The regular monthly meeting of the ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES was called to order at 1:30 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 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 were in attendance. No public was in attendance.
- PAR. 2 The Pledge of Allegiance was recited.
- PAR. 3 **MINUTES:** The minutes of the October 9, 2018 regular board meeting were presented for disposition.
- PAR. 4 Motion made by Trustee Dujsik, seconded by Trustee Olson, to accept and place on file the minutes of the October 9, 2018 regular board meeting, as presented. Motion carried by voice vote 7 – 0.
- PAR. 5 **ATTORNEY’S REPORT:** Attorney Perlman presented Ordinance No. 18-11-3, entitled, 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, 2018 AND ENDING JUNE 30, 2019.
- PAR. 6 Motion made by President McKendree, seconded by Trustee Dujsik and Trustee Schneider, to approve Ordinance No. 18-11-3, entitled, 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, 2018 AND ENDING JUNE 30, 2019, 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. 7 Attorney Perlman suggested the board discuss the tax levy at the August or September
** 2019 regular board meeting.
- PAR. 8 **OFFICERS’ REPORTS:**
- PAR. 9 **PRESIDENT REPORT:** President McKendree commended Ms. Carrillo of the Youth Services Department on the wonderful job she did with the pumpkin decorating contest. She went on to say that all the children did a wonderful job decorating their pumpkins and again encouraged all other trustees to look at the library’s Facebook page.
- PAR. 10 President McKendree asked other trustees if the regular monthly board meeting time change to 1:30 pm from November 2018 through March 2019 was working for them.

- PAR. 11 An informal response was given of 3 yeses, 2 noes and 2 does not matter. No further discussion was made.
- PAR. 12 **VICE PRESIDENT:** No Report.
- PAR. 13 **SECRETARY:** No Report.
- PAR. 14 **TREASURER:** Trustee Dujsik presented the financial report dated October 2018 for approval and to be placed on file.
- PAR. 15 Motion made by President McKendree, seconded by Trustee Buergel, to place on file the Treasurer's report dated October 2018, as presented. Motion carried by voice vote 7 – 0.
- PAR. 16 **FINANCE:** A list of invoices dated November 13, 2018 was presented for payment.
- PAR. 17 Motion made by Trustee Dujsik, seconded by Trustee Olson, to approve the payment of the November 13, 2018 invoices in the amount of \$151,851.69, as presented. Roll #2 was called. Voting was 'Aye' by Trustee Buergel, Dujsik, Engelbrecht, McLaughlin, Olson, Schneider and President McKendree. Motion carried 7 – 0.
- PAR. 18 A late bill from Knutte & Associates was presented for payment.
- PAR. 19 Motion made by President McKendree, seconded by Trustee Engelbrecht, to approve the late bill from Knutte & Associates in the amount of \$9,000.00, as presented. Roll #3 was called. Voting was 'Aye' by Trustee Buergel, Dujsik, Engelbrecht, McLaughlin, Olson, Schneider and President McKendree. Motion carried 7 – 0.
- PAR. 20 **BUILDING & GROUNDS:** Trustee Olson reported meeting with Director Cottonaro recently and turned the discussion over to her.
- PAR. 21 Director Cottonaro reported that due to the cost of improving the lighting throughout the library, the project will have to go out for bid.
- PAR. 22 She went on to report that she has contacted three space planners and is waiting to hear back from two, she will keep the board updated.
- PAR. 23 **POLICY** The revised Meeting Room Usage Policy 6.50 was presented for approval.
- PAR. 24 Motion made by Trustee Dujsik, seconded by Trustee Buergel, to accept the revised Meeting Room Usage Policy 6.50, as presented. Roll #4 was called. Voting was 'Aye' by Trustee Buergel, Dujsik, Engelbrecht, McLaughlin, Olson, Schneider and President McKendree. Motion carried 7 – 0.
- PAR. 25 **BY-LAWS:** No Report.
- PAR. 26 **PUBLIC RELATIONS:** No Report.
- PAR. 27 **PERSONNEL:** Director Cottonaro reported several new pages have been hired along with a previous employee returning to her old position of adult services page. She went on to report that including the two temporary employees, the library now staffs 49 employees.
- PAR. 28 President McKendree asked why the library no longer supplies a moderator for the book discussion group?

- PAR. 29 Ms. Pajor replied saying it appeared that the group was capable of handling the discussion on their own.
- PAR. 30 **TRUSTEE EDUCATION:** No Report.
- PAR. 31 **INSURANCE:** No Report.
- PAR. 32 **AD HOC COMMITTEE REPORTS:**
- PAR. 33 **HISTORY COMMITTEE:** Trustee Engelbrecht reported that he is still working on the library's history book and that the historical cabinet has been filled and placed on the first floor near the staff elevator.
- PAR. 34 **MARKETING REPORT:** Ms. Cutshall presented her report and said report is attached to these minutes.
- PAR. 35 **LIBRARY DIRECTOR'S REPORT:** Director Cottonaro presented her report, most items had been discussed.
- PAR. 36 She reported on Alsip's Holidays on Pulaski event and stated the library will be open from 1-9 pm with regular library services offered throughout the whole day. She also reported that we will have two story times, led by Youth Services Associate, Ms. Roe and that Pappas Restaurant will be hosting the hot chocolate and cookies in the library's AV Café.
- PAR. 37 She went on to say that the staff and building will both be in festive attire in order to create the holiday spirit.
- PAR. 38 Director Cottonaro reported that the carpet run is still not complete, so installation of the new carpet is still on hold and she will keep the board updated.
- PAR. 39 **UNFINISHED BUSINESS:** Director Cottonaro presented the board with an estimate for moving the book stacks for the installation of the new carpet and said that a request for proposal will need to go out for this job.
- PAR. 40 Director Cottonaro presented two proposals for the replacement of the library's front and employee entrance doors.
- PAR. 41 Motion made by Trustee Dujsik, seconded by Trustee Olson, to accept proposal #7768 from Goldy Locks, Inc. in the amount of \$9,530.00, as presented. Roll #5 was called. Voting was 'Aye' by Trustee Buerger, Dujsik, Engelbrecht, McLaughlin, Olson, Schneider and President McKendree. Motion carried 7 – 0.
- PAR. 42 Director Cottonaro presented two alarm system proposals for approval.
- PAR. 43 Motion made by Trustee Dujsik, seconded by Trustee Olson, to accept the proposal from Alarm Security, Inc., including the proposal for 18 12v 7AH batteries, for a total of \$2,970.74, pending a revised proposal to include removing the existing sump pump alarm and connecting it to the correct alarm. Roll #6 was called. Voting was 'Aye' by Trustee Buerger, Dujsik, Engelbrecht, McLaughlin, Olson, and President McKendree. No 'Nays'. 'Abstain' by Trustee Schneider. Motion carried 6 – 0 - 1.
- PAR. 44 **NEW BUSINESS:** Director Cottonaro asked for approval to close the library on Sunday, December 23, 2018 and December 30, 2018.

- PAR. 45 Motion made by Trustee Engelbrecht, seconded by Trustee McLaughlin, to close the library on Sunday, December 23, 2018 and December 30, 2018, as presented. Roll #7 was called. Voting was ‘Aye’ by Trustee Buerger, Dujsik, Engelbrecht, McLaughlin, Olson, and Schneider. ‘Nay’ by President McKendree. Motion carried 6 – 1.
- PAR. 46 **PUBLIC DISCUSSION:** President McKendree handed out copies to all trustees of the United for Libraries American Library Association connect guide. She encouraged them to read it and said there are some great videos to access and learn how to become a better advocate for the library.
- PAR. 47 President McKendree also commended Ms. Roe of the Youth Services Department on the costume exchange event held at the library and said that was a wonderful idea.
- PAR. 48 President McKendree also wanted to compliment Ms. Bronkala of the Patron Services Department for her report on her recent workshop.
- PAR. 49 Motion made by Trustee Buerger and Dujsik, seconded by President McKendree, to adjourn the meeting at 2:54 pm. Motion carried by voice vote 7 - 0.

MARY JANE SCHNEIDER, SECRETARY

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 PUBLIC LIBRARY DISTRICT
 BOARD OF TRUSTEES
 APPROVED-AMENDED _____ DATE _____
 ** Denotes follow-up required