

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

- PAR. 1 The regular monthly meeting of the ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES was called to order at 1:32 pm by President McKendree. Roll was called. Present were Trustees Buerger, Dujsik, Engelbrecht, McLaughlin, Olson, and President McKendree. Absent was Trustee Schneider. 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; and Mr. Jankowski, Maintenance Mechanic; were in attendance. No public was in attendance.
- PAR. 2 Trustee Buerger served as Secretary Pro-tem in the absence of Trustee Schneider.
- PAR. 3 The Pledge of Allegiance was recited.
- PAR. 4 Trustee Schneider arrived at 1:34 pm.
- PAR. 5 **MINUTES:** The minutes of the November 13, 2018 regular board meeting were presented for disposition.
- PAR. 6 Motion made by Trustee Olson, seconded by Trustee McLaughlin, to accept and place on file the minutes of the November 13, 2018 regular board meeting, as presented. Motion carried by voice vote 7 – 0.
- PAR. 7 **ATTORNEY’S REPORT:** Director Cottonaro reported that the attorney sent copies of the final bond payment for board approval.
- PAR. 8 **OFFICERS’ REPORTS:**
- PAR. 9 **PRESIDENT REPORT:** No Report.
- PAR. 10 **VICE PRESIDENT:** No Report.
- PAR. 11 **SECRETARY:** No Report.
- PAR. 12 **TREASURER:** Trustee Dujsik presented the financial report dated November 2018 for approval and to be placed on file.
- PAR. 13 Motion made by Trustee Dujsik, seconded by Trustee Olson, to place on file the Treasurer’s report dated November 2018, as presented. Motion carried by voice vote 7 – 0.
- PAR. 14 **FINANCE:** A list of invoices dated December 11, 2018 was presented for payment.
- PAR. 15 Motion made by Trustee Dujsik, seconded by Trustee Olson, to approve the payment of the December 11, 2018 invoices in the amount of \$153,378.69, as presented. Roll #1 was called. Voting was ‘Aye’ by Trustee Buerger, Dujsik, Engelbrecht, McLaughlin, Olson, Schneider and President McKendree. Motion carried 7 – 0.
- PAR. 16 A late bill from Louis F. Cainkar was presented for payment.

- PAR. 17 Motion made by President McKendree, seconded by Trustee Buergel, to approve the late bill from Louis F. Cankar in the amount of \$3,019.00 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 Motion made by President McKendree, seconded by Trustee Dujsik, to approve the payment of the library’s current outstanding bonds in the amount of \$1,672,500.00, 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. 19 **BUILDING & GROUNDS:** Trustee Olson reported that most building projects are on schedule.
- PAR. 20 He went on to report that the youth lighting is much better.
- PAR. 21 Trustee Olson set a Building and Grounds Committee for January 22, 2019 at 1:30 pm.
- PAR. 22 **POLICY** No Report.
- PAR. 23 **BY-LAWS:** No Report.
- PAR. 24 **PUBLIC RELATIONS:** No Report.
- PAR. 25 **PERSONNEL:** No Report.
- PAR. 26 **TRUSTEE EDUCATION:** No Report.
- PAR. 27 **INSURANCE:** No Report.
- PAR. 28 **AD HOC COMMITTEE REPORTS:**
- PAR. 29 **HISTORY COMMITTEE:** Trustee Engelbrecht reported hearing from a patron that they would like to show their collection in the new glass cabinet.
- PAR. 30 He also reported that he is currently planning a future event with a President Lincoln impersonator.
- PAR. 31 He went on to say he would like to see an adult summer bus tour of the Alsip cemeteries and a mini seminar book discussion on the Constitution of the United States.
- PAR. 32 **MARKETING REPORT:** Ms. Cutshall presented her report and said report is attached to these minutes.
- PAR. 33 **LIBRARY DIRECTOR’S REPORT:** Director Cottonaro presented her report, most items had been discussed.
- PAR. 34 She reported on Alsip’s Holidays on Pulaski event was a success.
- PAR. 35 She also reported that one patron has already requested the homebound service.
- PAR. 36 Director Cottonaro reported that there is no news on the replacement carpet and will keep the board updated.

- PAR. 37 **UNFINISHED BUSINESS:** None.
- PAR. 38 **NEW BUSINESS:** Trustee Engelbrecht would like the library to get a subscription to the Defender magazine.
- PAR. 39 **PUBLIC DISCUSSION:** None.
- PAR. 40 Motion made by Trustee Dujsik, seconded by Trustee Olson, to move to executive session at 2:25 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. 41 President McKendree called the regular meeting back to order at 2:30 pm. Roll #4 was called. Present were Trustee Buergel, Dujsik, Engelbrecht, McLaughlin, Olson, Schneider and President McKendree. A quorum was present.
- PAR. 42 Motion made by Trustee Engelbrecht, seconded by Trustee Buergel, to approve the special time off requests for Kelly Carrillo and Dawn Grzymek, as presented. Motion carried by voice vote 7 – 0.
- PAR. 43 Motion made by Trustee Dujsik, seconded by President McKendree, to adjourn the meeting at 2:34 pm. Motion carried by voice vote 7 - 0.

JUDY BUERGEL, SECRETARY PRO-TEM

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

** Denotes follow-up required