

MINUTES
ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
January 9, 2018

- PAR. 1 The regular monthly meeting of the ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES was called to order at 7:00 pm by President McKendree. Roll was called. Present were Trustees Dujsik, Engelbrecht, Olson, Schneider and President McKendree. A quorum was present. Ms. Regan, Business Manager; Ms. Malysa, Youth Services Manager; Ms. Pajor, Adult Services Manager; Ms. Leyva, Patron Services Manager; Ms. Cutshall, Marketing Librarian; Mr. Jankowski, Maintenance Mechanic; Ms. Egan and Ms. Baillie, Staff; and public were also in attendance.
- PAR. 2 The Pledge of Allegiance was recited.
- PAR. 3 Newly employed staff were introduced to the board, Ms. Katie Egan, Adult Librarian and Ann Baillie, Youth Librarian.
- PAR. 4 The board welcomed the new staff and wished them well.
- PAR. 5 **MINUTES:** The minutes of the December 12, 2017 regular board 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 December 12, 2017 regular board meeting, as presented. Motion carried by voice vote 5 – 0.
- PAR. 7 **ATTORNEY’S REPORT:** Resolution No. 2018-1-R-1 was presented for approval.
- PAR. 8 Motion made by Trustee Olson, seconded by Trustee Dujsik, to approve Resolution No. 2018-1-R-1, a *‘RESOLUTION OF THE ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT AMENDING SECTION 8.91M SEXUAL AND OTHER FORMS OF HARASSMENT, OF THE PERSONNEL POLICY MANUAL’*. Roll #1 was called. Voting was ‘Aye’ by Trustee Dujsik, Engelbrecht, Olson, Schneider and President McKendree. No ‘Nays’. Motion carried 5 – 0.
- PAR. 9 Amended Policy No. 8.91 was presented for approval.
- PAR. 10 ****** Motion made by President McKendree, seconded by Trustee Engelbrecht to table the approval of Policy No. 8.91 until the regular board meeting on February 13, 2018. Motion carried by voice vote. 5 – 0.
- PAR. 11 **OFFICERS’ REPORTS:**
- PAR. 12 **PRESIDENT REPORT:** President McKendree reported on receiving two more letters of interest for the open trustee position.
- PAR. 13 **VICE PRESIDENT:** No Report.
- PAR. 14 **SECRETARY:** Secretary Schneider read aloud a thank you card from the Worth Township for the library’s donation to their toy drive.

- PAR. 15 President McKendree reminded the board of the upcoming library holiday party on January 12, 2018.
- PAR. 16 **TREASURER:** Motion made by President McKendree, seconded by Trustee Olson, to ratify the action of the Treasurer of adjusting the amount to invest with PMA Financial from the previously board approved \$600,000.00 to \$300,000.00, therefore insuring a stable working cash account, as presented. Roll #2 was called. Voting was 'Aye' by Trustee Dujsik, Olson, Schneider and President McKendree. 'Nay' by Trustee Engelbrecht. Motion carried 4 – 1.
- PAR. 17 The Treasurer's Report dated December 2017 was presented for approval.
- PAR. 18 Motion made by Trustee Dujsik, seconded by Trustee Olson, to place on file the Treasurer's report dated December 2017, as presented. Motion carried by voice vote 5 – 0.
- PAR. 19 Trustee Dujsik also reported that he will be contacting Ms. Soesbe of PMA Financial regarding the cash flow process and present it for board approval at the regular February 2018 board meeting. He went on to say that he would provide handouts at the next Finance Committee meeting.
- PAR. 20 **FINANCE:** A list of invoices dated January 9, 2018 was presented for payment.
- PAR. 21 Motion made by Trustee Dujsik, seconded by Trustee Olson, to approve the payment of the January 9, 2018 invoices in the amount of \$117,831.07, as presented. Roll #3 was called. Voting was 'Aye' by Trustee Dujsik, Engelbrecht, Olson, Schneider and President McKendree. No 'Nays'. Motion carried. 5 – 0.
- PAR. 22 The final audit review letter from Knutte & Associates was presented to the board for approval.
- PAR. 23 Motion made by Trustee Dujsik, seconded by President McKendree, to accept and file the final audit review from Knutte & Associates, as presented. Motion carried by voice vote 5 – 0.
- PAR. 24 Trustee Buergel arrived at 7:38 pm.
- PAR. 25 **BUILDING & GROUNDS:** Trustee Olson reported that he had met with library's maintenance mechanic Mr. Jankowski regarding current building issues.
- PAR. 26 Trustee Olson asked Mr. Jankowski to report on the current electrical and flooring issues.
- PAR. 27 Trustee Olson asked for approval to replace the flooring in the three study rooms and presented samples for board selection.
- PAR. 28 Motion made by President McKendree, seconded by Trustee Buergel, to approve the replacement of the flooring in the three study rooms and giving the Building and Grounds Committee full power to act in the selection of the flooring color. Roll #4 was called. Voting was 'Aye' by Trustee Buergel, Dujsik, Engelbrecht, Olson, Schneider, and President McKendree. No 'Nays'. Motion carried 6 – 0.
- PAR. 29 Trustee Olson asked for board approval to move forward with an electrical consultant.

- PAR. 30 It was the consensus of the board to move forward with contacting an electrical
 ** consultant, as presented.
- PAR. 31 Trustee Olson commended Mr. Jankowski and thanked him for his dedication and hard
 work in regards to maintaining the library.
- PAR. 32 Trustee Olson set a building and grounds committee meeting for January 25, 2018
 at 1:00 pm.
- PAR. 33 **POLICY:** Trustee Schneider set a Policy Committee meeting for January 23, 2018
 at 1:00 pm.
- PAR. 34 Trustee Dujcik set a Finance Committee meeting for January 23, 2018 to immediately
 follow the Policy Committee meeting at 2:00 pm. Reminders will be sent.
- PAR. 35 **BY-LAWS:** No Report.
- PAR. 36 **PUBLIC RELATIONS:** No Report.
- PAR. 37 **PERSONNEL:** No Report.
- PAR. 38 **TRUSTEE EDUCATION:** Trustee Dujcik handed out a list from the Illinois Library
 Association to all trustees regarding upcoming legislative breakfast and lunch meet-ups.
 He said the meet-ups are open to all trustees to attend and that trustees can either register
 themselves or contact Ms. Regan.
- PAR. 39 **INSURANCE:** No Report.
- PAR. 40 **AD HOC COMMITTEE REPORTS:**
- PAR. 41 **HISTORY COMMITTEE:** Trustee Engelbrecht reported on the Illinois Bi-Centennial
 celebration and plans to meet with select staff and local officials on January 17, 2018 at
 1:00 pm with the hopes of a celebration collaboration. He reported that invites have been
 mailed.
- PAR. 42 He went on to report that Representative Frances Hurley will be donating an Illinois
 Bicentennial flag to the library.
- PAR. 43 Trustee Engelbrecht reported meeting with Ms. Pajor, Adult Services and Ms. Malysa,
 Youth Services.
- PAR. 44 Trustee Engelbrecht asked for board approval to serve light refreshments at the January 17,
 2018 meeting.
- PAR. 45 Hearing no objections, light refreshments will be provided at the January 17, 2018
 meeting.
- PAR. 46 **MARKETING REPORT:** Ms. Cutshall presented her report and said report is attached
 to these minutes.
- PAR. 47 **LIBRARY DIRECTOR'S REPORT:** No Report.

- PAR. 48 **UNFINISHED BUSINESS:** No Report.
- PAR. 49 **NEW BUSINESS:** No Report.
- PAR. 50 **PUBLIC DISCUSSION:** Trustee Engelbrecht asked Ms. Pajor to research having a
 ** United States post box installed on the library grounds for patron use.
- PAR. 51 Ms. Hajden, an Alsip resident and library patron, stated her interest in filling the vacant trustee position at the library.
- PAR. 52 Motion made by Trustee Buergel, seconded by Trustee Olson, to move to executive session at 8:30 pm, in compliance with the Illinois Open Meetings Act, 5 ILCS 120/2 to discuss numerous interests in the vacant library trustee position. Motion carried by voice vote. Present were Trustee Buergel, Dujsik, Engelbrecht, Olson, Schneider and President McKendree.
- PAR. 53 President McKendree called the regular meeting back to order at 8:45 pm. Roll was called. Present were Trustee Buergel, Dujsik, Engelbrecht, Olson, Schneider and President McKendree. A quorum was present.
- PAR. 54 Ms. Regan will contact interested parties for the vacant library trustee position and set-up interview times with the board.
- PAR. 55 Motion made by Trustee Buergel, seconded by Trustee Dujsik, to adjourn the meeting at 8:46 pm. Motion carried by voice vote 6 - 0.

MARY JANE SCHNEIDER, SECRETARY

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