

MINUTES
ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
February 13, 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 Vice President Buergel. Roll was called. Present were Trustees Buergel, Dujsik, Engelbrecht, and Olson. Absent was Trustee Schneider and President McKendree. A quorum was present. Director Cottonaro; Ms. Regan, Business Manager; Ms. Malysa, Youth Services Manager; Ms. Pajor, Adult Services Manager; Ms. Leyva, Patron Services Manager; Ms. Cutshall, Marketing Librarian; and Mr. Jankowski, Maintenance Mechanic. No public was in attendance.
- PAR. 2 The Pledge of Allegiance was recited.
- PAR. 3 In the absence of President McKendree, Vice President Buergel served as Chairman pro-tem.
- PAR. 4 In the absence of Secretary Schneider, Trustee Engelbrecht served as Secretary pro-tem.
- PAR. 5 **MINUTES:** The minutes of the January 9, 2018 regular board meeting were presented for disposition.
- PAR. 6 Motion made by Trustee Dujsik, seconded by Trustee Engelbrecht, to accept and place on file the minutes of the January 9, 2018 regular board meeting, as presented. Motion carried by voice vote 4 – 0.
- PAR. 7 The minutes of the December 12, 2017 executive session meeting were presented for disposition.
- PAR. 8 Motion made by Trustee Olson, seconded by Trustee Dujsik, to accept and place on file the minutes of the December 12, 2017 executive session meeting, as presented. Motion carried by voice vote 4 – 0.
- PAR. 9 The minutes of the January 4, 2018 Building and Grounds Committee meeting were presented for disposition.
- PAR. 10 Motion made by Trustee Olson, seconded by Trustee Dujsik, to accept and place on file the minutes of the January 4, 2018 Building and Grounds Committee meeting, as presented. Motion carried by voice vote 4 – 0.
- PAR. 11 The minutes of the January 23, 2018 Finance Committee meeting were presented for disposition.
- PAR. 12 Motion made by Trustee Dujsik, seconded by Trustee Olson, to accept and place on file the minutes of the January 23, 2018 Finance Committee meeting, as presented. Motion carried by voice vote 4 – 0.
- PAR. 13 **ATTORNEY'S REPORT:** No Report.
- PAR. 14 **OFFICERS' REPORTS:**

- PAR. 15 **PRESIDENT REPORT:** No Report.
- PAR. 16 **VICE PRESIDENT:** No Report.
- PAR. 17 **SECRETARY:** No. Report.
- PAR. 18 **TREASURER:** Director Cottonaro suggested reviewing the TCF CD's due to mature in
** April 2018, at the regular board meeting on March 13, 2018.
- PAR. 19 Motion made by Trustee Dujsik, seconded by Trustee Olson, to place on file the
Treasurer's report dated January 2018, as presented. Motion carried by voice vote 4 – 0.
- PAR. 20 **FINANCE:** A list of invoices dated February 13, 2018 was presented for payment.
- PAR. 21 Motion made by Trustee Dujsik, seconded by Trustee Olson, to approve the payment of the
February 13, 2018 invoices in the amount of \$215,789.34, as presented. Roll #1 was called.
Voting was 'Aye' by Trustee Buergel, Dujsik, Engelbrecht, and Olson. No 'Nays'.
Motion carried. 4 – 0.
- PAR. 22 A late bill was presented by Ms. Regan for payment.
- PAR. 23 Motion made by Trustee Buergel, seconded by Trustee Dujsik, to approve the payment of
the late bill for Jackson Fruteland in the amount of \$250.00, as presented. Roll #2 was
called. Voting was 'Aye' by Trustee Buergel, Dujsik, Engelbrecht, and Olson, No 'Nays'.
Motion carried 4 – 0.
- PAR. 24 Treasurer Dujsik reported on his meeting with Tim Matthews of PMA Financial and feels
strongly that the library should consider the cash flow program presented by PMA
Financial. He also recommended the board discuss the option of paying down the library's
existing bond that was issued for the new building construction.
- PAR. 25 **BUILDING & GROUNDS:** Trustee Olson reported that he had met with library's
maintenance mechanic Mr. Jankowski regarding current building issues.
- PAR. 26 Mr. Jankowski reported to the board regarding the current building issues.
- PAR. 27 Trustee Olson asked for a consensus from the board to move forward with installing flush
valves for all the libraries lavatories.
- PAR. 28 It was the consensus of the board to approve moving forward with installing new flush
valves for all the lavatories in the library, with an amount not to exceed \$1,475.00, as
presented.
- PAR. 29 Trustee Olson presented for disposition the minutes of the January 25, 2018 Building and
Grounds Committee meeting.
- PAR. 30 Motion made by Trustee Olson, seconded by Trustee Dujsik, to accept and place on file the
minutes of the January 25, 2018 Building and Grounds Committee meeting, as presented.
Motion carried by voice vote 4 – 0.

- PAR. 31 Trustee Olson set a Building and Grounds Committee meeting on February 22, 2018 at 1:00 pm.
- PAR. 32 **POLICY:** No Report.
- PAR. 33 **BY-LAWS:** No Report.
- PAR. 34 **PUBLIC RELATIONS:** No Report.
- PAR. 35 **PERSONNEL:** No Report.
- PAR. 36 **TRUSTEE EDUCATION:** Trustee Dujsik reminded all trustees of the South Suburban Library Legislative Breakfast at the Tinley Park Library on February 16, 2018 at 7:45 am.
- PAR. 37 **INSURANCE:** No Report.
- PAR. 38 **AD HOC COMMITTEE REPORTS:**
- PAR. 39 **HISTORY COMMITTEE:** Trustee Engelbrecht reported on the Illinois Bi-Centennial meeting that was held with area officials on January 17, 2018 and reported that all were excited about the plans.
- PAR. 40 He went on to report that the next meeting will be on February 15, 2018 at 1:00 pm where selecting the venue and date for the bi-centennial celebration will be on the agenda.
- 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 reported that she had returned to work as of February 6th and that during her leave, she had remained in contact with Ms. Regan. She commended Ms. Regan and Ms. Avalos for the exceptional job they both did running the Administrative Dept. in her absence.
- PAR. 43 Director Cottonaro also reported on the carpet tiles throughout the library that are starting to curl up and pop out. She supplied an estimate from TMO Construction to re-glue the existing tiles but recommends putting out an RFP for new carpeting and installation.
- PAR. 44 Director Cottonaro went on to remind the board that budget planning for the new fiscal year needs to start soon. She stated that staff raises will be included in the planning and that the CPI went up 2.1% overall for the year.
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- PAR. 45 Director Cottonaro asked to ratify the Board's decision to close the library on February 9, 2018 due to a snow storm.
- PAR. 46 Motion made by Trustee Olson, second by Trustee Dujsik, to ratify the decision made by the Board to close the library on February 9, 2018 due to a snow storm. Motion carried by voice vote. 4 – 0.
- PAR. 47 **UNFINISHED BUSINESS:** No Report.
- PAR. 48 **NEW BUSINESS:** No Report.

PAR. 49 **PUBLIC DISCUSSION:** Trustee Buergel reported on attending the Blues 101 Adult program and said the stories were great and the music was awesome.

PAR. 50 Motion made by Trustee Engelbrecht, seconded by Trustee Olson, to move to executive session at 7:55 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, and Olson.

PAR. 51 Vice President Buergel called the regular meeting back to order at 7:56 pm. Roll was called. Present were Trustee Buergel, Dujsik, Engelbrecht, and Olson. A quorum was present.

PAR. 52 Motion made by Trustee Buergel, seconded by Trustee Dujsik, to adjourn the meeting at 7:57 pm. Motion carried by voice vote 4 - 0.

LES ENGELBRECHT, SECRETARY PRO-TEM

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

DATE _____

** Denotes follow-up required