

ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
REGULAR BOARD MINUTES  
February 8, 2022

- PAR. 1 The regular monthly meeting of the ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES was called to order at 3:00 pm by Vice President McLaughlin. Roll was called. Present were Trustees Buergel, Dujsik, Engelbrecht, Schneider and Vice President McLaughlin. Absent was President McKendree. A quorum was present. Director Cottonaro, Business Manager Ms. Regan; Ms. Malysa, Youth Services Manager; and Ms. Leyva, Patron Services Manager also attended.
- PAR. 2 The Pledge of Allegiance was recited.
- PAR. 3 Vice President McLaughlin served as the presiding officer due to the absence of President McKendree.
- PAR. 4 **MINUTES:** Motion made by Trustee Dujsik, seconded by Trustee Buergel, to accept and place on file the minutes of the January 11, 2022 regular board meeting, as corrected. Motion carried by voice vote 5 – 0.
- PAR. 5 Motion made by Trustee Dujsik, seconded by Trustee Buergel, to accept and place on file the executive minutes from December 14, 2021 and January 11, 2022 as amended. Motion carried by voice vote 5 – 0.
- PAR. 6 **ATTORNEY’S REPORT:** No Report.
- PAR. 7 **OFFICERS’ REPORTS:**
- PAR. 8 **PRESIDENT REPORT:** No Report.
- PAR. 9 **VICE PRESIDENT:** No Report.
- PAR. 10 **SECRETARY:** Secretary Schneider reported receiving a thank you letter from the Worth Township Youth Commission Director for the library’s donations to their ‘Christmas Care’ toy drive.
- PAR. 11 **TREASURER:** The financial report dated January 2022 was presented to place on file.
- PAR. 12 Motion made by Trustee Dujsik, seconded by Trustee Buergel, to place on file the Treasurer’s report dated January 2022, as presented. Motion carried by voice vote 5 – 0.
- PAR. 13 Trustee Dujsik reported on receiving a response from First Midwest bank. He went on to recommend and it was the consensus of the board to stick with the Boards original plan to transfer and redirect future tax funds to a new account with Republic Bank.
- PAR. 14 **FINANCE:** A list of invoices dated February 8, 2022 was presented for payment.

- PAR. 15 Motion made by Trustee Dujsik, seconded by Trustee Buergel, to approve the payment of the February 8, 2022 invoices in the amount of \$157,233.08, as presented. Roll #1 was called. Voting was 'Aye' by Trustee Buergel, Dujsik, Engelbrecht, Schneider, and Vice President McLaughlin. No 'Nays'. Motion carried 5 – 0.
- PAR. 16 **BUILDING & GROUNDS:** Trustee Buergel reported that Roy Erikson Outdoor Maintenance did a wonderful job clearing the recent snow away in the library's parking lot and sidewalks. Director Cottonaro agreed.
- PAR. 17 Director Cottonaro asked the board to pursue a carpet solution to all the carpet tiles coming unglued throughout the library.
- PAR. 18 Motion made by Trustee Engelbrecht, seconded by Trustee Buergel, to have Director Cottonaro contact the library's attorney and request a formal RFP (request for proposal) for carpet replacement. Roll #2 was called. Voting was 'Aye' by Trustee Buergel, Dujsik, Engelbrecht, Schneider, and Vice President McLaughlin. No 'Nays'. Motion carried 5 – 0.  
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- PAR. 19 Trustee Buergel will contact Director Cottonaro to set up a Building and Grounds Committee meeting to discuss the memorial bench, carpeting issues and any lingering landscaping issues. It was the consensus of the board to have the meeting set after the regular March 8, 2022 board meeting.  
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- PAR. 20 **POLICY:** No Report.
- PAR. 21 **BY-LAWS:** No Report.
- PAR. 22 **PUBLIC RELATIONS:** No Report.
- PAR. 23 **PERSONNEL:** Trustee Engelbrecht handed out blank director evaluation forms to all trustees and asked all trustees to return to him by either email or hardcopy no later than the regular board meeting on April 12, 2022.
- PAR. 24 Trustee McLaughlin asked if she could get an electronic version of the form. Ms. Regan will send electronic forms to all trustees.
- PAR. 25 **TRUSTEE EDUCATION:** Trustee Dujsik reported on attending the virtual South Suburban & Chicago Library Legislative Meet-up on February 4, 2022.
- PAR. 26 He went on to state that the upcoming PLA (Public Library Association) conference in March 23-25, 2022 will be held in person in Portland, Oregon. All interested trustees should contact Director Cottonaro for registration.
- PAR. 27 **INSURANCE:** No Report.
- PAR. 28 **MANAGERS REPORTS:** Department Manager reports were placed on file.
- PAR. 29 **LIBRARY DIRECTOR'S REPORT:** Director's report was placed on file. Most items were discussed.
- PAR. 30 Director Cottonaro reported the Per Capita Grant was completed and submitted last month.

- PAR. 31 She also reported on attending the virtual South Suburban & Chicago Library Legislative Meet-up. She stated that unfortunately the virtual format did not allow for a high level of individual engagement and that she is looking forward to the meet-up reverting to in-person next year.
- PAR. 32 **UNFINISHED BUSINESS:** None.
- PAR. 33 **NEW BUSINESS:** Director Cottonaro asked for approval to have two sensor faucets replaced in the lower level woman’s restroom.
- PAR. 34 Motion made by Trustee Dujsik, seconded by Trustee Buergel, to approve the purchase and installation of two new sensor faucets for the lower level woman’s restroom from C.J. Erickson Plumbing Co. in the amount of \$2,495.00, as presented. Roll #3 was called. Voting was ‘Aye’ by Trustee Buergel, Dujsik, Engelbrecht, Schneider, and Vice President McLaughlin. No ‘Nays’. Motion carried 5 – 0.
- PAR. 35 **PUBLIC DISCUSSION:** None.
- PAR. 36 Motion made by Vice President McLaughlin, seconded by Trustee Dujsik, to move to executive session at 3:51 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, Schneider and Vice President McLaughlin.
- PAR. 37 Vice President McLaughlin called the regular meeting back to order at 3:53 pm. Present were Trustee Buergel, Dujsik, Engelbrecht, Schneider and Vice President McLaughlin. A quorum was present.
- PAR. 38 It was the consensus of the board to approve the special leave for the Senior Maintenance Mechanic.
- PAR. 39 Motion made by Trustee Dujsik, seconded by Trustee Buergel, to adjourn the meeting at 3:53 pm. Motion carried by voice vote 5 - 0.

MARY JANE SCHNEIDER, SECRETARY

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

\*\* Denotes follow-up required