

MINUTES
ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
March 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 President McKendree. Roll was called. Present were Trustees Buergel, Dujsik, Engelbrecht, Olson and President McKendree. Absent was Trustee Schneider. 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; were also present. No public was in attendance.
- PAR. 2 The Pledge of Allegiance was recited.
- PAR. 3 In the absence of Secretary Schneider, Trustee Engelbrecht served as Secretary pro-tem.
- PAR. 4 **MINUTES:** The minutes of the February 13, 2018 regular board meeting were presented for disposition.
- PAR. 5 Motion made by Trustee Olson, seconded by Trustee Dujsik, to accept and place on file the minutes of the February 13, 2018 regular board meeting, as presented. Motion carried by voice vote 5 – 0.
- PAR. 6 The minutes of the February 13, 2018 executive session meeting were presented for disposition.
- PAR. 7 Motion made by Trustee Olson, seconded by Trustee Buergel, to accept and place on file the minutes of the February 13, 2018 executive session meeting, as presented. Motion carried by voice vote 5 – 0.
- PAR. 8 **ATTORNEY'S REPORT:** No Report.
- PAR. 9 **OFFICERS' REPORTS:**
- PAR. 10 **PRESIDENT REPORT:** President McKendree suggested other trustees become American Library Association members.
- PAR. 11 All trustees were in favor of becoming members except Trustee Dujsik.
- PAR. 12 Motion made by President McKendree, seconded by Trustee Olson, to enroll all trustees except Trustee Dujsik with an American Library Association membership. Roll #1 was called. Voting was 'Aye' by Trustee Buergel, Engelbrecht, Olson and President McKendree. No 'Nays'. 'Abstain' by Trustee Dujsik. Motion carried. 4 – 0 – 1.
- PAR. 13 **VICE PRESIDENT:** No Report.
- PAR. 14 **SECRETARY:** President McKendree read aloud a request for sponsorship from the Oak Lawn Children's Museum for their annual casino night.
- PAR. 15 No motion was made.

- PAR. 16 **TREASURER:** Motion made by Trustee Dujsik, seconded by Trustee Buergel, to place on file the Treasurer's report dated February 2018, as presented. Motion carried by voice vote 5 – 0.
- PAR. 17 **FINANCE:** A list of invoices dated March 13, 2018 was presented for payment.
- PAR. 18 Motion made by Trustee Dujsik, seconded by Trustee Olson, to approve the payment of the March 13, 2018 invoices in the amount of \$128,594.56, as presented. Roll #2 was called. Voting was 'Aye' by Trustee Buergel, Dujsik, Engelbrecht, Olson and President McKendree. No 'Nays'. Motion carried. 5 – 0.
- PAR. 19 Trustee Engelbrecht asked Ms. Pajor to send him the user statistics for the database Dear Reader.
- PAR. 20 President McKendree set a Committee of the Whole meeting to discuss the fiscal year 2018 – 2019 budget for May 1, 2018 at 1:15 pm and asked other trustees to start thinking of any projects to present for consideration.
- PAR. 21 Trustee Engelbrecht would like to see an increase in the pages of the library newsletter.
- PAR. 22 President McKendree replied that the request for increased newsletter pages is up for approval at tonight's meeting.
- PAR. 23 Trustee Buergel suggested installing up-lights to light up the library's name on the front of the building.
- PAR. 24 **BUILDING & GROUNDS:** Trustee Olson reported that the study rooms new flooring has been installed and looks great.
- PAR. 25 He also reported the flash valve replacement project for all the lavatories has been completed and noted that the valves should be replaced approximately every 4 years. He said it has been placed on the library's regular maintenance schedule.
- PAR. 26 He reported on receiving an estimate from TMO Construction to re-glue the carpet tiles that are coming up but that the Building & Grounds Committee agreed the cost was prohibitive.
- PAR. 27 Director Cottonaro said that she is currently waiting to hear back from Carpet Crafters, who, on behalf of the library, have reached out to the manufacturers of the specific carpet tiles to see if any warranties are still in place.
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- PAR. 28 Trustee Olson went on to report that the committee discussed installing a roof over the dumpster area. It was the decision of the committee to not recommend the roof at this time.
- PAR. 29 He also mentioned that the lighting issues are currently being investigated and he will report any new news to the board as it's received.
- PAR. 30 Trustee Olson presented for disposition the minutes of the February 28, 2018 Building and Grounds Committee meeting.

- PAR. 31 Motion made by Trustee Buerger, seconded by Trustee Dujsik, to accept and place on file the minutes of the February 28, 2018 Building and Grounds Committee meeting, as presented. Motion carried by voice vote 5 – 0.
- PAR. 32 **POLICY:** No Report.
- PAR. 33 **BY-LAWS:** No Report.
- PAR. 34 **PUBLIC RELATIONS:** No Report.
- PAR. 35 **PERSONNEL:** Trustee Engelbrecht stated he will be requesting an executive meeting at the end of the regular meeting to discuss personnel in compliance with the Illinois Open Meeting Act.
- PAR. 36 Director Cottonaro suggested discussing staff raises at the Committee of the Whole meeting set for May 1, 2018.
- PAR. 37 President McKendree stated that the May 1, 2018 Committee of the Whole meeting will concentrate on discussion of the fiscal year 2018 – 2019 budget and the annual evaluation of the Director.
- PAR. 38 President McKendree went on to set a Personnel Committee meeting for June 5, 2018, at 1:15 pm to discuss staff raises for fiscal year 2018 -2019.
- PAR. 39 **TRUSTEE EDUCATION:** Director Cottonaro reminded all trustees of the LACONI Annual Trustee Banquet, on May 18, 2018 at the Carleton of Oak Park Hotel and the ATLAS workshop for trustees regarding library renovation on May 19, 2018 at the Alsip-Merrionette Park Library. Flyers for both events are in this month's board packets.
- PAR. 40 **INSURANCE:** No Report.
- PAR. 41 **AD HOC COMMITTEE REPORTS:**
- PAR. 42 **HISTORY COMMITTEE:** Trustee Engelbrecht reported that the date and venue for the Illinois Bi-Centennial will be August 26, 2018 on the Alsip Park District's land behind Prairie Jr. High. He also reported that St. Terrence Church agreed to allow the use of their parking lot for the event.
- PAR. 43 President McKendree informed Trustee Engelbrecht that the Alsip Park District has a large outdoor grill and maybe it could be used at the event.
- PAR. 44 Trustee Engelbrecht replied that the Alsip Park District has agreed use of the grill for corn on the cob at the event.
- PAR. 45 He went on to report that the next meeting will be on March 15, 2018 at 1:00 pm at Prairie Jr. High in the conference room.
- PAR. 46 **MARKETING REPORT:** Ms. Cutshall presented her report and said report is attached to these minutes.

- PAR. 47 **LIBRARY DIRECTOR'S REPORT:** Director Cottonaro reported that she has contacted the United States Post office regarding a mailbox at the library and is still waiting for a return call.
- PAR. 48 Director Cottonaro previously reported on the repair of the library's carpet tiles and further
** stated that a representative from J & J Flooring Group, the manufacturer of the carpet tile that has begun to lift, came out and inspected the tiles. She went on to say that the manufacturer is going to do some investigating on their end and get back to us. She will keep trustees informed.
- PAR. 49 Director Cottonaro wanted to thank Carpet Crafters of Alsip for being so responsive and helpful in assisting the library work towards a solution for the lifting carpet tiles.
- PAR. 50 Director Cottonaro also asked the board to review and approve a draft application form for a 'Homebound' library delivery service. She indicated that she would like the service offered to all district residents on a pilot program for 6 months.
- PAR. 51 President McKendree asked Ms. Regan to contact the library's insurance provider and
** inquire about liability coverage for said delivery program.
- PAR. 52 Director Cottonaro reported that Alsip resident, Michael Cyganiewicz was hired to fill the vacant maintenance position. He has been invited to attend the April 10, 2018 regular board meeting to meet the trustees.
- PAR. 53 She also provided a picture of the Little Free Library at the Alsip Park District which is sponsored by the library and commended Mr. Cyganiewicz for building a new wooden stand for it, replacing the unsightly folding table.
- PAR. 54 **UNFINISHED BUSINESS:** Trustee Engelbrecht previously gave his report for the Illinois Bi-Centennial event.
- PAR. 55 **NEW BUSINESS:** A contract from Roy Erikson Outdoor Maintenance to provide landscape maintenance for 2018 was presented for approval.
- PAR. 56 Motion made by Trustee Olson, seconded by Trustee Buergel, to approve the landscape maintenance contract from Roy Erikson Outdoor Maintenance to provide landscaping maintenance from April through November 2018, as presented. Roll #3 was called. Voting was 'Aye' by Trustee Buergel, Dujsik, Engelbrecht, Olson and President McKendree. No 'Nays'. Motion carried 5 – 0.
- PAR. 57 Director Cottonaro presented for approval a proposal from b allan graphics to increase the number of pages of the library's quarterly newsletter from 8 to 12.
- PAR. 58 President McKendree stated that the marketing librarian's hours are not to be increased.
- PAR. 59 Motion made by President McKendree, seconded by Trustee Buergel, to approve the proposal from b allan graphics to increase the number of pages for the library's quarterly newsletter from 8 to 12, as presented. Roll #4 was called. Voting was 'Aye' by Trustee Buergel, Dujsik, Engelbrecht, Olson and President McKendree. No 'Nays'. Motion carried 5 – 0.

- PAR. 60 **PUBLIC DISCUSSION:** President McKendree noted the wonderful comments from library patrons.
- PAR. 61 Motion made by Trustee Engelbrecht, seconded by Trustee Olson, to move to executive session at 8:21 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 and President McKendree.
- PAR. 62 President McKendree called the regular meeting back to order at 8:42 pm. Roll was called. Present were Trustee Buergel, Dujsik, Engelbrecht, Olson and President McKendree. A quorum was present.
- PAR. 63 A Committee of the Whole meeting is set for April 3, 2018 at 1:15 pm.
- PAR. 64 Motion made by Trustee Buergel, seconded by Trustee Engelbrecht, to adjourn the meeting at 8:43 pm. Motion carried by voice vote 5 - 0.

LES ENGELBRECHT, SECRETARY PRO-TEM

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

** Denotes follow-up required