

ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR BOARD MINUTES
March 12, 2024

- PAR. 1 The regular monthly meeting of the ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES was called to order at 5:04 pm by President McKendree. Roll was called. Present were Trustees Buergel, Dujsik, Leyva, Opila, McLaughlin, Schneider, and President McKendree. A quorum was present. Ms. Cottonaro, Director; Ms. Regan, Business Manager; Ms. Leyva, Patron Services Manager; Ms. Egan, Adult Services Assistant Manager; and Ms. Mendoza, Marketing Associate, and Patron Services Clerk were in attendance. No public was in attendance.
- PAR. 2 The Pledge of Allegiance was recited.
- PAR. 3 **MINUTES:** Motion made by Trustee Buergel, seconded by Trustee Dujsik, to accept and place on file the minutes of the February 13, 2024, regular board meeting, as presented. Motion carried by voice vote 7 – 0.
- PAR. 4 Motion made by President McKendree, seconded by Trustee Leyva, to accept and place on file the minutes of the February 12, 2024, Executive Session meeting, as presented. Motion carried by voice vote 7 – 0.
- PAR. 5 The board welcomed newly hired Patron Services Clerk, Ms. Bowman.
- 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:** No Report.
- PAR. 11 **TREASURER:** The financial report for February 2024 was presented for approval.
- PAR. 12 Motion made by Trustee Buergel, seconded by Trustee Leyva, to accept and place on file the financial report for February 2024, as presented. Motion carried by voice vote 7 – 0.
- PAR. 13 **FINANCE:** A list of invoices dated March 12, 2024, was presented for payment.
- PAR. 14 Motion made by Trustee Opila, seconded by Trustee McLaughlin, to approve the payment of the March 12, 2024, invoices in the amount of \$220,870.70, as presented. Roll #1 was called. Voting was ‘Aye’ by Trustee Buergel, Dujsik, Leyva, McLaughlin, Opila, Schneider, and President McKendree. No ‘Nays.’ Motion carried 7 – 0.
- PAR. 15 **BUILDING & GROUNDS:** Director Cottonaro reported that Nicor workers had severed the library’s sprinkler line on the west side of the library and have since repaired it.
- PAR. 16 Director Cottonaro also supplied all trustees with a preliminary schedule for the library’s interior update and said that the end date has been pushed out to Spring of 2025. She went on to say that the first meeting will be on March 14, 2024, at 1:00 pm. She will contact all trustees with details.
- PAR. 17 **POLICY:** No Report.

- PAR. 18 **BY-LAWS:** No Report.
- PAR. 19 **PUBLIC RELATIONS:** No Report.
- PAR. 20 **PERSONNEL:** Motion made by Trustee Leyva, seconded by President McKendree, to approve the revised staff recognition policy, as corrected. Roll #2 was called. Voting was ‘Aye’ by Trustee Buergel, Dujsik, Leyva, McLaughlin, Opila, Schneider, and President McKendree. No ‘Nays.’ Motion carried 7 – 0.
- PAR. 21 Trustee Leyva set a personnel meeting for April 3, 2024, 2:00 pm. to discuss the director’s annual evaluation. Reminders will be sent to all trustees.
- PAR. 22 **TRUSTEE EDUCATION:** Director Cottonaro again reminded all trustees of the ILA (Illinois Library Association) and the PLA (Public Library Association) approaching conferences. She went on to say if any trustees were interested in attending, they should contact her.
- PAR. 23 **INSURANCE:** No Report.
- PAR. 24 **MANAGERS REPORTS:** Manager’s reports were presented and placed on file.
- PAR. 25 President McKendree asked Ms. Egan if it would be possible to hold the teen programs a little later than currently scheduled. She added that a lot of teens have afterschool programs.
- PAR. 26 Ms. Egan said she would definitely consider it and see if it’s possible.
- PAR. 27 **LIBRARY DIRECTOR’S REPORT:** Director’s report was placed on file. Most items were previously discussed.
- PAR. 28 Director Cottonaro informed that the Illinois State senate bill that proposes to increase the threshold for requiring libraries to bid out work to \$35,000 from the current \$25,000 is currently postponed.
- PAR. 29 Director Cottonaro reported attending SWAN (System Wide Automated Network) Director’s quarterly recently and a fun fact shared was that the Alsip-Merrionette Park Library was one of the nine founding libraries that signed on to form SWAN in 1974. 50 years later, one of 100 libraries. She went on to say that the library’s annual membership fees will be increasing slightly this year.
- PAR. 30 Director Cottonaro stated that she will be attending PLA in Columbus, Ohio along with Ms. Baillie and Ms. Roe-Chapman from the Youth Services Department.
- PAR. 31 Director Cottonaro said she will be representing the library at the Alsip Expo, March 23, 2024, 9:30 am – 3:30 pm, at Prairie Jr. High. She went on to say that all trustees are welcome to attend.
- PAR. 32 **UNFINISHED BUSINESS:** Motion made by Trustee Schneider, seconded by Trustee Leyva, to approve the new position of Senior Page, as presented. Roll #3 was called. Voting was ‘Aye’ by Trustee Buergel, Dujsik, Leyva, McLaughlin, Opila, Schneider, and President McKendree. No ‘Nays.’ Motion carried 7 – 0.
- PAR. 33 **NEW BUSINESS:** Director Cottonaro presented for approval a landscape maintenance contract from Roy Erikson Outdoor Maintenance.
- PAR. 34 Motion made by Trustee Buergel, seconded by Trustee Opila, to approve the landscape maintenance contract with Roy Erikson Outdoor Maintenance for April 2024 through November 2024 in the amount of \$600 per month, as presented. Roll #4 was called. Voting was ‘Aye’ by Trustee Buergel, Dujsik, Leyva, McLaughlin, Opila, Schneider, and President McKendree. No ‘Nays.’ Motion carried 7 – 0.

- PAR. 35 Director Cottonaro presented for approval an estimate from Roy Erikson Outdoor Maintenance to furnish labor and material for 5 applications of fertilizer and weed control.
- PAR. 36 Motion made by Trustee McLaughlin, seconded by President McKendree, to approve the contract from Roy Erikson Outdoor Maintenance to furnish labor and material for 5 applications of fertilizer and weed control in the amount of \$1600, as presented. Roll #5 was called. Voting was 'Aye' by Trustee Buerger, Dujsik, Leyva, McLaughlin, Opila, Schneider, and President McKendree. No 'Nays.' Motion carried 7 – 0.
- PAR. 37 **PUBLIC DISCUSSION:** None.
- PAR. 38 Motion made by President McKendree, seconded by Trustee Buerger, to adjourn the meeting at 5:53 pm. Motion carried by voice vote 7 - 0.

MARY JANE SCHNEIDER, SECRETARY

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APPROVED-AMENDED_____ DATE_____

** Denotes follow-up required