

MINUTES
ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
July 9, 2019

- PAR. 1 The regular monthly meeting of the ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES was called to order at 3:04 pm by President McKendree. Roll was called. Present were Trustees Dujsik, Engelbrecht, Olson, Schneider and President McKendree. Absent was Trustee Buergel and Trustee McLaughlin. A quorum was present. Ms. Cottonaro, Director; Ms. Regan, Business Manager; Ms. Malysa, Youth Service Manager; Ms. Pajor, Adult Services Manager; Ms. Leyva, Patron Services; and Ms. Mendoza, Marketing Associate; were in attendance. No public was in attendance.
- PAR. 2 The Pledge of Allegiance was recited.
- PAR. 3 Trustee Buergel arrived at 3:05 pm.
- PAR. 4 **MINUTES:** The minutes of the June 11, 2019 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 June 11, 2019 regular board meeting, as presented. Motion carried by voice vote 6 – 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:** No Report.
- PAR. 11 **TREASURER:** Trustee Dujsik presented the financial report dated June 2019 for approval and to be placed on file.
- PAR. 12 Motion made by Trustee Dujsik, seconded by Trustee Schneider, to place on file the Treasurer’s report dated June 2019, as presented. Motion carried by voice vote 6 – 0.
- PAR. 13 **FINANCE:** A list of invoices dated July 9, 2019 was presented for payment.
- PAR. 14 Motion made by Trustee Dujsik, seconded by Trustee Olson, to approve the payment of the July 9, 2019 invoices in the amount of \$145,327.45 as presented. Roll #1 was called. Voting was ‘Aye’ by Trustee Buergel, Dujsik, Engelbrecht, Olson, Schneider and President McKendree. Motion carried 6 – 0.
- PAR. 15 **BUILDING & GROUNDS:** Trustee Olson presented the minutes from the Building and Grounds Committee meeting on June 18, 2019 for disposition.
- PAR. 16 Motion made by Trustee Olson, seconded by Trustee Engelbrecht, to accept and place on file the minutes of the June 18, 2019 Building and Grounds Committee meeting, as presented. Motion carried by voice vote 6 – 0
- PAR. 17 Trustee Olson also updated the board on several building issues.

- PAR. 18 President McKendree asked that the dead flowers around the outdoor sign be replaced.
- PAR. 19 Director Cottonaro reported on a couple of power surges the library recently experienced, saying that the multi-stack unit was damaged by the last power surge and will need to be replaced. She also said the repairman strongly suggested a stabilizer bar be installed to prevent future damage from electrical dips and spikes.
- PAR. 20
** It was the consensus of the board to approve moving forward with Murphy & Miller Inc. and to move forward with the purchase of a new multi-stack unit and a stabilizer bar. These items are to be added to the regular August 13, 2019 board meeting agenda to be ratified.
- PAR. 21 Trustee Dujsik asked if there are any protective devices to prevent the elevator from going down during these power surges.
- PAR. 22
** Director Cottonaro will inquire about additional steps to protect the elevator.
- PAR. 23 Trustee Olson would like to set a Building & Grounds meeting sometime in September to discuss building issues and landscaping. He would like Roy Erikson from Roy Erikson Outdoor Maintenance to attend. No date was set at this time.
- PAR. 24
** **POLICY** President McKendree would like Policy No. 8.50 to add *July 3, 2019 Independence Day Eve* as closing early at 5:00 pm and asked Director Cottonaro to add it to the August 13, 2019 agenda for board approval.
- PAR. 25 **BY-LAWS:** No Report.
- PAR. 26 **PUBLIC RELATIONS:** No Report.
- PAR. 27 **PERSONNEL:** Trustee Engelbrecht called for a Personnel and Finance Committee Meeting on July 16, 2019 at 3:00 pm to discuss the FY 19-20 budget and staff raises.
- PAR. 28 **TRUSTEE EDUCATION:** Trustee Dujsik again reminded all trustees of the Illinois Library Association (ILA) Trustee Day to be held at the Tinley Park Convention Center on October 24, 2019. They should contact Director Cottonaro if they wish to attend.
- PAR. 29
** Trustee Dujsik asked Director Cottonaro to sign him up for the ILA Trustee Day.
- PAR. 30 **INSURANCE:** No Report.
- PAR. 31 **MARKETING REPORT:** Ms. Mendoza's report was presented and attached to these minutes.
- PAR. 32 **LIBRARY DIRECTOR'S REPORT:** Director Cottonaro presented her report, most items have been discussed.
- PAR. 33 Director Cottonaro reported meeting with department managers and maintenance staff to prepare the tentative FY 19-20 budget, adding that there are some new lines, some deleted lines, some cuts and some increases. She went on to say that the tentative budget was supplied to all trustees in this board packet for review.
- PAR. 34 **UNFINISHED BUSINESS:** Director Cottonaro presented for approval a proposal from JMA Architects for library renovation-preliminary design for professional services not to exceed \$8,500.

- PAR. 35 Motion made by Trustee Dujsik, seconded by Trustee Olson, to approve and accept the proposal from JMA Architects for library renovation-preliminary design for professional services not to exceed \$8,500., as presented. Roll #2 was called. Voting was ‘Aye’ by Trustee Buergel, Dujsik, Engelbrecht, Olson and Schneider. ‘Nay’ by President McKendree. Motion passed. 5 – 1.
- PAR. 36 Director Cottonaro presented for approval a proposal from Verde Energy Efficiency Experts for Phase 3 of the library’s lighting project in the amount of \$19,500.
- PAR. 37 Motion made by Trustee Dujsik, seconded by Trustee Buergel, to approve and accept the proposal from Verde Energy Efficiency Experts for Phase 3 of the library’s lighting project in the amount of \$19,500., as presented. Roll #3 was called. Voting was ‘Aye’ by Trustee Buergel, Dujsik, Engelbrecht, Olson and Schneider. ‘Nay’ by President McKendree. Motion passed. 5 – 1.
- PAR. 38 **NEW BUSINESS:** Director Cottonaro presented for approval the FY 2019-2020 monthly board meeting calendar.
- PAR. 39 Motion made by Trustee Olson, seconded by Trustee Buergel, to accept the FY 2019-2020 monthly board meeting calendar, as presented. Roll #4 was called. Voting was ‘Aye’ by Trustee Buergel, Dujsik, Olson, Schneider and President McKendree. ‘Nay’ by Trustee Engelbrecht. Motion passed. 5 – 1.
- PAR. 40 Director Cottonaro presented for approval the tentative working budget for FY 2019-2020 and suggestions for staff salaries.
- PAR. 41 It was the consensus of the board to table these items until the August 13, 2019 board meeting.
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- PAR. 42 **PUBLIC DISCUSSION:** President McKendree asked if the patrons liked the no charge for DVDs.
- PAR. 43 Director Cottonaro replied that patrons are very happy that there is no charge for checking out DVDs.
- PAR. 44 Motion made by Trustee Dujsik, seconded by Trustee Buergel, to adjourn the meeting at 4:50 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