

ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR BOARD MINUTES

April 13, 2021

- 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 President McKendree. Roll was called. Present were Trustees, Dujsik, Engelbrecht,, Schneider and President McKendree. Absent was Trustee Buerger and Trustee McLaughlin. A quorum was present. Director Cottonaro; Ms. Regan, Business Manager; Ms. Pajor, Adult Services Manager; and Ms. Malysa, Youth Services Manager; several public staff, Ms. Rebecca Dujsik and Alsip's Officer Brongiel also attended.
- PAR. 2 Per Governor Pritzker's order to suspend provisions of the Illinois Open Meetings Act mandating in-person attendance and limiting remote attendance by elected officials does not mandate any specific behavior, however, he does encourage public bodies to postpone or provide the public with video, audio or telephone access for those meetings that can't be delayed.
- PAR. 3 The Alsip-Merrionette Park Public Library District provided to the public a Zoom meeting ID 870 5783 4047, a web link, <https://us02web.zoom.us/j/87057834047?pwd=>; as well as a Zoom meeting phone number, 1-312-626-6799 on the library's website.
- PAR. 4 The Pledge of Allegiance was recited.
- PAR. 5 **MINUTES:** Motion made by Trustee Dujsik, seconded by Trustee Engelbrecht, to accept and place on file the minutes of the March 9, 2021 regular board meeting, as presented. Motion carried by voice vote 4 – 0.
- PAR. 6 **ATTORNEY'S REPORT:** No Report.
- PAR. 7 **OFFICERS' REPORTS:**
- PAR. 8 **PRESIDENT REPORT:** President McKendree asked Director Cottonaro to contact the library's attorney and ask him draft a Resolution for the late Trustee Robert Olson.
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- PAR. 9 **VICE PRESIDENT:** No Report.
- PAR. 10 **SECRETARY:** No Report.
- PAR. 11 **TREASURER:** Trustee Dujsik presented the financial report dated March 2021 to place on file.
- PAR. 12 Motion made by Trustee Dujsik, seconded by Trustee Engelbrecht, to place on file the Treasurer's report dated March 2021, as presented. Motion carried by voice vote 4 – 0.
- PAR. 13 Trustee Dujsik reported that he, President McKendree and Director Cottonaro met with Republic Bank and First Midwest Bank to discuss current interest rates.
- PAR. 14 **FINANCE:** A list of invoices dated April 13, 2021 was presented for payment.
- PAR. 15 Motion made by Trustee Dujsik, seconded by Trustee Engelbrecht, to approve the payment of the April 13, 2021 invoices in the amount of \$152,114.25, as presented. Roll #1 was called. Voting was 'Aye' by Trustee Dujsik, Schneider, and President McKendree. No 'Nays'. 'Abstain' by Trustee Engelbrecht. Motion carried 3 – 0 - 1.

- PAR. 16
** The minutes from the Finance Committee meeting on March 16, 2021 were tabled for approval at the May 11, 2021 regular board meeting.
- PAR. 17 **BUILDING & GROUNDS:** Director Cottonaro presented several outdoor maintenance contracts for board review.
- PAR. 18 Motion made by President McKendree, seconded by Trustee Dujsik, to accept the proposal from Roy Erikson Outdoor Maintenance for the landscape service from April 2021 through November 2021, with revisions as discussed. Roll #2 was called. Voting was ‘Aye’ by Trustee Dujsik, Engelbrecht, Schneider, and President McKendree. No ‘Nays’. Motion carried 4 – 0.
- PAR. 19
** The board discussed different outdoor memorial options to honor the late Trustee Robert Olson. Director Cottonaro will look into options for a large decorative boulder with a nice plaque.
- PAR. 20 **POLICY:** No Report.
- PAR. 21
** **BY-LAWS:** Director Cottonaro will check with Trustee McLaughlin and ask if she has finished reviewing the current By-Laws.
- PAR. 22 **PUBLIC RELATIONS:** No Report.
- PAR. 23 **PERSONNEL:** No Report.
- PAR. 24 **TRUSTEE EDUCATION:** Trustee Dujsik reported that he and President McKendree attended the Illinois Library Association Trustee Forum Spring Workshop, via Zoom, on March 13 and went on to remind other board members of the upcoming April 17 and May 15, 2021 workshops. Any Trustee interested in attending can sign themselves up or contact Director Cottonaro for enrollment.
- PAR. 25 **INSURANCE:** No Report.
- PAR. 26
** **MANAGERS REPORTS:** Department Manager reports were presented and placed on file. President McKendree would like to have all upcoming board meeting dates and times listed on the library’s website calendar.
- PAR. 27 **LIBRARY DIRECTOR’S REPORT:** Director Cottonaro presented her report and it was placed on file.
- PAR. 28 Director Cottonaro also presented to the board the SWOT analyses (Strengths, Weaknesses, Opportunities and Threats/Limitations) from the two staff meetings for review.
- PAR. 29
** Director Cottonaro reminded the board that they will need to complete their own SWOT analyses and a meeting was set for May 4, 2021 at 1:00 pm.
- PAR. 30 Director Cottonaro stated that in our continuing effort to better meet our patron needs, we will be phasing in public seating with single occupancy tables throughout the building, as well as opening up for reservations in the two smaller study rooms.
- PAR. 31 She went on to report that the book sale area would also be reinstated, although we will not be accepting any donations at this time.
- PAR. 32 Director Cottonaro reported on patron Facebook and email feedback from the past 6 months (directly from our library Facebook page and the Moms of Alsip page).
- PAR. 33 **UNFINISHED BUSINESS:** Director Cottonaro presented for approval the revised salary schedule and corresponding staff salary grade changes for the 2021-2022 fiscal year.

- PAR. 34 Motion made by President McKendree, seconded by Trustee Dujsik and Trustee Engelbrecht, to approve the revised salary schedule to bring it in line with the new minimum wage increase and to adjust grade changes on the salary schedule the 2021-2022 fiscal year, as presented. Roll #3 was called. Voting was ‘Aye’ by Trustee Dujsik, Engelbrecht, Schneider, and President McKendree. No ‘Nays’. Motion carried 4 – 0.
- PAR. 35 Trustee Engelbrecht announced that he would be calling for an executive meeting at the May 11, 2021 regular board meeting to discuss personnel.
- PAR. 36 **NEW BUSINESS:** None.
- PAR. 37 **PUBLIC DISCUSSION:** President McKendree read aloud feedback from an Alsip resident and regular library user.
- PAR. 38 Director Cottonaro stated that she had reached out to the resident.
- PAR. 39 The Board of Trustees would like it mentioned in the Summer Newsletter that anyone interested in the vacant trustee position should contact the Board.
- PAR. 40 President McKendree would like the subject of moving the board meeting to a different time slot added to the agenda of the regular board meeting for May 11, 2021.
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- PAR. 41 Having no further business come before the Board, the motion to adjourn was made at 4:20 pm by Trustee Dujsik, seconded by Trustee Engelbrecht. Motion carried by voice vote 4 - 0.

MARY JANE SCHNEIDER, SECRETARY

ALSIP-MERRIONETTE PARK
PUBLIC LIBRARY DISTRICT
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APPROVED-AMENDED _____ DATE _____

** Denotes follow-up required