

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

- PAR. 1 The regular monthly meeting of the ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES was called to order at 3:01 pm by President McKendree. Roll was called. Present were Trustees Buergel, Dujsik, Engelbrecht, McLaughlin, Olson, Schneider and President McKendree. 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 Manager; and Ms. Mendoza, Marketing Associate; were in attendance. No public was in attendance.
- PAR. 2 The Pledge of Allegiance was recited.
- PAR. 3 **MINUTES:** The minutes of the March 12, 2019 regular board meeting were presented for disposition.
- PAR. 4 Motion made by Trustee Engelbrecht, seconded by Trustee Buergel, to accept and place on file the minutes of the March 12, 2019 regular board meeting, as presented. Motion carried by voice vote 7 – 0.
- PAR. 5 The minutes of the March 12, 2019 executive meeting were tabled and will be presented
** for approval at the May 14, 2019 regular board meeting.
- PAR. 6 **ATTORNEY’S REPORT:** Director Cottonaro reminded the board that the fiscal year 2017-2018 executive board minutes still need to be reviewed and approved for public viewing.
- PAR. 7 **OFFICERS’ REPORTS:**
- PAR. 8 **PRESIDENT REPORT:** President McKendree said the recent election was very nice and congratulated Trustee Therese McLaughlin on her election and Trustee Robert Olson on his re-election.
- PAR. 9 President McKendree would also like patron services to look into offering a free bag to
** those who purchase books from the Internet Café and possibly looking into a free paper bag for those patrons checking out numerous items.
- PAR. 10 **VICE PRESIDENT:** No Report.
- PAR. 11 **SECRETARY:** No Report.
- PAR. 12 **TREASURER:** Trustee Dujsik presented the financial report dated March 2019 for approval and to be placed on file.
- PAR. 13 Motion made by Trustee Dujsik, seconded by Trustee Buergel, to place on file the Treasurer’s report dated March 2019, as presented. Motion carried by voice vote 7 – 0.
- PAR. 14 **FINANCE:** A list of invoices dated April 9, 2019 was presented for payment.

- PAR. 15 Motion made by Trustee Dujsik, seconded by Trustee Olson, to approve the payment of the April 9, 2019 invoices in the amount of \$156,671.34, as presented. Roll #1 was called. Voting was 'Aye' by Trustee Buergel, Dujsik, Engelbrecht, McLaughlin, Olson, Schneider and President McKendree. Motion carried 7 – 0.
- PAR. 16 **BUILDING & GROUNDS:** Trustee Olson reminded all other trustees of the upcoming Building and Grounds Committee meeting to be held on April 11, 2019 at 1:30 in the Mary E. McKendree Board room and said all are invited.
- PAR. 17 Director Cottonaro reported that she had met with Trustee Olson to discuss the upcoming Building and Grounds Committee meeting and prepared the packets for the meeting as well.
- PAR. 18 **POLICY** No Report.
- PAR. 19 **BY-LAWS:** No Report.
- PAR. 20 **PUBLIC RELATIONS:** Director Cottonaro introduced the library's new Marketing Associate, Ms. Sheila Mendoza.
- PAR. 21 The Board welcomed Ms. Mendoza.
- PAR. 22 Ms. Mendoza said she is very excited to be a part of the library family and taking on the Marketing Associate position. She stated that she and her husband have been Alsip residents for the past 13 years and that she brings 10 years of corporate design experience.
- PAR. 23 Ms. Mendoza went on to say that she is looking forward to collaborating with the board as she moves forward.
- PAR. 24 **PERSONNEL:** Trustee Engelbrecht presented the minutes from the March 26, 2019 Personnel Committee Meeting for disposition.
- PAR. 25 Motion made by Trustee Dujsik, seconded by Trustee Olson, to accept and place on file the minutes of the March 26, 2019 Personnel Committee meeting, as presented. Motion carried by voice vote 7 – 0.
- PAR. 26 Trustee Engelbrecht reported that he has received all completed evaluation forms from other trustees and will be calling for an executive meeting tonight for further discussion.
- PAR. 27 **TRUSTEE EDUCATION:** Trustee Dujsik reminded all trustees of the ATLAS Trustee Day on May 11, 2019, 9am-12pm at the Crete Public Library.
- PAR. 28 Director Cottonaro asked if any trustees are interested in attending to let her know and she will register them.
- PAR. 29 Trustee Engelbrecht told Director Cottonaro that he would like to attend.
**
- PAR. 30 President McKendree asked Director Cottonaro to look into why she is not receiving the ILA Reporter in her home mail.
- PAR. 31 Director Cottonaro replied she would look into it.
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- PAR. 32 **INSURANCE:** No Report.
- PAR. 33 **AD HOC COMMITTEE REPORTS:**
- PAR. 34 **HISTORY COMMITTEE:** Trustee Engelbrecht stated he is currently working with Director Cottonaro on the Lincoln program set for October 4, 2019, the first Friday night special program.
- PAR. 35 **MARKETING REPORT:** Ms. Mendoza's report was presented and attached to these minutes.
- PAR. 36 **LIBRARY DIRECTOR'S REPORT:** Director Cottonaro presented her report, most items had been discussed.
- PAR. 37 Director Cottonaro stated she would like to schedule a preliminary budget meeting for the first week of May to review the Fiscal Year 2019-2020 budget.
- PAR. 38 Director Cottonaro went on to report that she will be asking for new computers for herself and other staff, she went on to say that certain computers are slow and outdated.
- PAR. 39 Director Cottonaro said that the revised job description for the Maintenance Mechanic
** position is attached for review per the Board's request.
- PAR. 40 Director Cottonaro also reported that department budget meetings are set for the week of April 21 with each department manager and staff evaluations are due from managers by June 30.
- PAR. 41 Director Cottonaro further stated that she will include a strategic plan check-in as part of
** her year-end wrap up at the June 11, 2019 regular board meeting.
- PAR. 42 A Finance Committee meeting was set for May 7, 2019 at 3:00 pm with a Personnel Committee meeting directly following to discuss the Maintenance Mechanic position.
- PAR. 43 Director Cottonaro encouraged all trustee to email her with anything they would like to see on the agenda for the above May 7, 2019 meetings.
- PAR. 44 **UNFINISHED BUSINESS:** Director Cottonaro asked for approval to permanently change the regular monthly board meetings from 7:00 pm to 3:00 pm.
- PAR. 45 Motion made by President McKendree, seconded by Trustee Buergel, to approve permanently changing the regular monthly board meeting from 7:00 pm to 3:00 pm, as presented. Roll #2 was called. Voting was 'Aye' by Trustee Buergel, McLaughlin, Olson, Schneider and President McKendree. 'Nay' by Trustee Dujsik and Trustee Engelbrecht. Motion carried 5 – 2.
- PAR. 46 **NEW BUSINESS:** Director Cottonaro presented for approval, extending library hours to 9:00 pm for the Friday Night Special Lincoln Program on Friday, October 4, 2019.
- PAR. 47 Motion made by Trustee Dujsik, seconded by Trustee Engelbrecht, to approve extending library hours to 9:00 pm for the Friday Night Special Lincoln Program on Friday, October 4, 2019, as presented. Roll #3 was called. Voting was 'Aye' by Trustee Buergel, Dujsik, Engelbrecht, McLaughlin, Olson, Schneider and President McKendree. Motion carried 7 – 0.

- PAR. 48 Director Cottonaro asked for approval to close the library from 9-5 pm for a Staff In-Service day on Friday, October 18, 2019.
- PAR. 49 Motion made by Trustee Dujsik, seconded by Trustee Engelbrecht, to approve closing the library from 9-5 pm for a Staff In-Service day on Friday, October 18, 2019, as presented. Roll #4 was called. Voting was ‘Aye’ by Trustee Buerger, Dujsik, Engelbrecht, McLaughlin, Olson, Schneider and President McKendree. Motion carried 7 – 0.
- PAR. 50 **PUBLIC DISCUSSION:** Trustee Buerger stated that Worth Township will be hosting an art exhibit on April 24, 2019.
- PAR. 51 Trustee Engelbrecht would like to commend Ms. Roe and Ms. Pirus of the youth department on their being selected to present at the Illinois Youth Services Conference in Bloomington, IL.
- PAR. 52 Motion made by Trustee Engelbrecht, seconded by Trustee Dujsik, to move to executive session at 4:18 pm, in compliance with the Illinois Open Meetings Act, 5 ILCS 120/2. Motion carried by voice vote. Present were Trustee Buerger, Dujsik, Engelbrecht, McLaughlin, Olson, Schneider, and President McKendree.
- PAR. 53 President McKendree called the regular meeting back to order at 4:22 pm. Present were Trustee Buerger, Dujsik, Engelbrecht, McLaughlin, Olson, Schneider and President McKendree. A quorum was present.
- PAR. 54 A Personnel Committee meeting was set for April 30, 2019 at 1:30 pm to discuss the
** Director’s annual evaluation.
- PAR. 55 Motion made by Trustee Olson, seconded by Trustee McLaughlin, to adjourn the meeting at 4:23 pm. Motion carried by voice vote 7 - 0.

MARY JANE SCHNEIDER, SECRETARY

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APPROVED-AMENDED _____ DATE _____

** Denotes follow-up required