

MINUTES
ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
May 14, 2019

- PAR. 1 The regular monthly meeting of the ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES was called to order at 3:05 pm by President McKendree. Roll was called. Present were Trustees Buerger, 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 April 9, 2019 regular board meeting were presented for disposition.
- PAR. 4 Motion made by Trustee Dujsik, seconded by Trustee Buerger, to accept and place on file the minutes of the April 9, 2019 regular board meeting, as presented. Motion carried by voice vote 7 – 0.
- PAR. 5 The 2017-2018 and 2018-2019 fiscal year executive minutes were presented for disposition.
- PAR. 6 Motion made by Trustee Dujsik, seconded by Trustee McLaughlin, to accept and release the 2017-2018 and 2018-2019 fiscal year executive minutes, as presented. Motion carried by voice vote 7 – 0.
- PAR. 7 **ATTORNEY’S REPORT:** Director Cottonaro reported that the 2018 Levy Report was supplied to all trustees at the Finance Committee meeting on May 7, 2019.
- PAR. 8 **OFFICERS’ REPORTS:**
- PAR. 9 **PRESIDENT REPORT:** President McKendree distributed 3 articles from the American Library Association (ALA) archives; *Repurpose with a Purpose*, *Library Renovation* and *Libations in the Library*, to all trustees for review.
- PAR. 10 President McKendree informed Director Cottonaro that she is still not receiving her ILA reporter magazine at home.
- PAR. 11 Director Cottonaro said she would look into it again.
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- PAR. 12 President McKendree reminded all trustees that the election of officers will be held at either the June or July 2019 regular board meeting and to please submit any nominations or interests to her by email.
- PAR. 13 **VICE PRESIDENT:** No Report.
- PAR. 14 **SECRETARY:** Trustee Schneider reported that it would be nice to have an Illinois *public library* license plate.

- PAR. 15 **TREASURER:** Trustee Dujsik presented the financial report dated April 2019 for approval and to be placed on file.
- PAR. 16 Motion made by Trustee Dujsik, seconded by Trustee Olson, to place on file the Treasurer’s report dated April 2019, as presented. Motion carried by voice vote 7 – 0.
- PAR. 17 **FINANCE:** A list of invoices dated May 14, 2019 was presented for payment.
- PAR. 18 Motion made by Trustee Dujsik, seconded by Trustee Olson, to approve the payment of the May 14, 2019 invoices in the amount of \$140,106.35, 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. 19 Trustee Dujsik presented the minutes from the Finance Committee meeting on May 7, 2019 for disposition.
- PAR. 20 Motion made by Trustee Dujsik, seconded by Trustee Buergel, to accept and place on file the minutes of the May 7, 2019 Finance Committee meeting, as presented. Motion carried by voice vote 7 – 0
- PAR. 21 **BUILDING & GROUNDS:** Trustee Olson presented the minutes from the Building and Grounds Committee meeting on April 11, 2019 for disposition.
- PAR. 22 Motion made by Trustee Dujsik, seconded by President McKendree, to accept and place on file the minutes of the April 11, 2019 Building and Grounds Committee meeting, as presented. Motion carried by voice vote 7 – 0
- PAR. 23 Minutes from the Boards library walk-through on April 18, 2019 will be presented at the regular board meeting on June 11, 2019 for disposition.
- PAR. 24 Upon the recommendation from the Building and Grounds Committee, it was the consensus of the board to move forward with the Brick Fundraiser to benefit the library green space project.
- PAR. 25 Trustee McLaughlin suggested using Eventbrite, an online service used to promote special events.
- PAR. 26 **POLICY** No Report.
- PAR. 27 **BY-LAWS:** No Report.
- PAR. 28 **PUBLIC RELATIONS:** Ms. Mendoza reported that the library’s summer newsletter is complete and will be featuring Alsip patrons in the pictures.
- PAR. 29 **PERSONNEL:** Trustee Engelbrecht presented the minutes from the April 30, 2019 Personnel Committee Meeting for disposition.
- PAR. 30 Motion made by Trustee Engelbrecht, seconded by Trustee McLaughlin, to accept and place on file the minutes of the April 30, 2019 Personnel Committee meeting, as presented. Motion carried by voice vote 7 – 0.
- PAR. 31 **TRUSTEE EDUCATION:** Trustee Dujsik reported that he and Trustees McLaughlin and Engelbrecht attended the ATLAS Trustee Day on May 11, 2019, 9am-12pm at the Crete Public Library and said it was very interesting.

- PAR. 32 He went on to report that they discussed the open meeting act, conflicts of interest and that Alex Todd, the Executive Director of Prospect Heights Public Library was a speaker.
- PAR. 33 Trustee Engelbrecht reported that he learned that trustees cannot gather petition signatures at the library.
- PAR. 34 Trustee Dujsik also reminded all trustees of the Illinois Library Association (ILA) will be held at the Tinley Park Convention Center on October 22 – 24, 2019, with the Trustee Day to be on October 24, 2019.
- PAR. 35 **INSURANCE:** No Report.
- PAR. 36 **AD HOC COMMITTEE REPORTS:**
- PAR. 37 **HISTORY COMMITTEE:** Trustee Engelbrecht reported that he will be meeting with the performers for the Lincoln program set for October 4, 2019, and will report back to the board at the regular June 11, 2019 meeting.
- PAR. 38 A lively discussion ensued regarding special events at the library and it was suggested by Trustee Engelbrecht to have a separate budget line for such events.
- PAR. 39 **MARKETING REPORT:** Ms. Mendoza’s report was presented and attached to these minutes.
- PAR. 40 **LIBRARY DIRECTOR’S REPORT:** Director Cottonaro presented her report, all items had been discussed and her report is attached to these minutes.
- PAR. 41 **UNFINISHED BUSINESS:** Director Cottonaro presented for review, space planning proposals from Jim Maciejewski; JMA Architects and from Fred Schlipf.
- PAR. 42 A lively discussion ensued.
- PAR. 43 Trustee Dujsik stated that after reviewing the material that he was leaning more towards JMA Architects.
- PAR. 44 Trustee Olson set a Building and Grounds Committee meeting for June 18, 2019 at 2:00 pm to further discuss the space planning proposals received.
- PAR. 45 Director Cottonaro presented a proposal from TMO Construction for a concrete lily pad to hold the bronze frog statue.
- PAR. 46 Motion made by Trustee Olson, seconded by Trustee Buerger, to approve the proposal from TMO Construction for a concrete lily pad to hold the bronze frog statue in the amount of \$1,150.00, as presented. Roll #2 was called. Voting was ‘Aye’ by Trustee Buerger, Engelbrecht, McLaughlin, Olson, Schneider and President McKendree. ‘Nay’ by Trustee Dujsik. Motion carried 6 – 1.
- PAR. 47 **NEW BUSINESS:** Director Cottonaro presented a letter of interest from O’Neill & Gaspardo, LLC, consultants and certified accountants.
- PAR. 48 It was noted that the library is currently under contract with another accounting firm through and including 2020.

PAR. 49 **PUBLIC DISCUSSION:** Trustee Buergel stated that art exhibit held on April 24, 2019 at the Worth Township was great.

PAR. 50 Motion made by Trustee Dujcik, seconded by Trustee Olson, to adjourn the meeting at 4:10 pm. Motion carried by voice vote 7 - 0.

MARY JANE SCHNEIDER, SECRETARY

ALSIP-MERRIONETTE PARK
PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
APPROVED-AMENDED _____ DATE _____
** Denotes follow-up required