

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

May 9, 2023

- 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 Vice President McLaughlin. Roll was called. Present were Trustees Buergel, Engelbrecht, Schneider and Vice President McLaughlin. Absent was President McKendree. A quorum was present. Ms. Cottonaro, Director; Ms. Regan, Business Manager; Ms. Malysa, Youth Services Manager; Ms. Navabi, Adult Services Manager; Ms. Leyva, Patron Services Manager; and Mr. Jankowski, Maintenance Mechanic was also in attendance. Ms. Rebecca Dujsik, Ms. Susana Leyva, and Ms. Natalie Opila, public was in attendance.
- PAR. 2 In the absence of President McKendree, Vice President McLaughlin served as the presiding officer.
- PAR. 3 The Pledge of Allegiance was recited.
- PAR. 4 **MINUTES:** Motion made by Trustee Buergel, seconded by Vice President McLaughlin, to accept and place on file the minutes of the April 11 2023, regular board meeting, as presented. Motion carried by voice vote 4 – 0.
- PAR. 5 Motion made by Trustee Buergel, seconded by Trustee Schneider, to accept and place on file the minutes of the April 18, 2023 Budget Committee meeting, as presented. Motion carried by voice vote 4 – 0.
- PAR. 6 **ATTORNEY’S REPORT:** Resolution No. 23-5-R-1, *A Resolution of the Alsip-Merrionette Park Public Library District Forming a Committee on Local Government Efficiency*, was presented for board approval.
- PAR. 7 Motion made by Vice-President McLaughlin, seconded by Trustee Buergel, to accept and place on file Resolution No. 23-5-R-1, *A Resolution of the Alsip-Merrionette Park Public Library District Forming a Committee on Local Government Efficiency*, as presented. Roll #1 was called. Voting was ‘Aye’ by Trustees Buergel, Schneider and Vice President McLaughlin. No ‘Nays’. ‘Abstain’ by Trustee Engelbrecht. Motion carried 3 – 0 – 1.
- PAR. 8 **OFFICERS’ REPORTS:**
- PAR. 9 **PRESIDENT REPORT:** No Report.
- PAR. 10 **VICE PRESIDENT:** No Report.
- PAR. 11 **SECRETARY:** No Report.
- PAR. 12 **TREASURER:** The financial report for April 2023 was presented for approval and to be placed on file.
- PAR. 13 Motion made by Vice President McLaughlin, seconded by Trustee Buergel, to place on file the financial report for April 2023, as presented. Motion carried by voice vote 4 – 0.

- PAR. 14 **FINANCE:** A list of invoices dated May 9, 2023, was presented for payment.
- PAR. 15 Motion made by Trustee Engelbrecht, seconded by Trustee Buerger, to approve the payment of the May 9, 2023, invoices in the amount of \$185,482.54, as presented. Roll #2 was called. Voting was ‘Aye’ by Trustee Buerger, Engelbrecht, Schneider, and Vice President McLaughlin. No ‘Nays’. Motion carried 4 – 0.
- PAR. 16 **BUILDING & GROUNDS:** Director Cottonaro reported that there are still a few engineer reports pending from Engberg Anderson regarding the Capital Needs Assessment Project and will coordinate another building walk-around when President McKendree is able to attend.
- PAR. 17 **POLICY:** No Report.
- PAR. 18 **BY-LAWS:** No Report.
- PAR. 19 **PUBLIC RELATIONS:** No Report.
- PAR. 20 **PERSONNEL:** No Report.
- PAR. 21 **TRUSTEE EDUCATION:** Director Cottonaro reported that President McKendree, Trustee Englebrecht and Trustee Schneider have been signed up to attend the American Library Association Conference to be held in Chicago between June 22 - 27.
- PAR. 22 Director Cottonaro reminded trustees again of the ATLAS (Area Training for Librarians and Staff) Annual Trustee Workshop on Saturday, May 20 2023, 10:00 AM – 12:00 PM, here at the Alsip-Merrionette Park Library.
- PAR. 23 Director Cottonaro also reminded trustees again of the LACONI (Library Administrators Council of Northern Illinois) Annual Trustee Banquet, on Friday, May 19 2023, between 6:00 PM – 11:00 PM at the Nineteenth Century Club, 178 Forest Ave, #1, Oak Park, IL.
- PAR. 24 **INSURANCE:** No Report.
- PAR. 25 **MANAGERS REPORTS:** Manager’s reports were presented and placed on file.
- PAR. 26 Trustee Schneider reported that the library’s 50th Anniversary Event was great.
- PAR. 27 **LIBRARY DIRECTOR’S REPORT:** Director’s report was placed on file. Most items were discussed.
- PAR. 28 Director Cottonaro reported that she is in the process of interviewing for a monitor position.
- PAR. 29 Director Cottonaro stated that she has attached the most recent draft of the budget for FY 23-24
** with this board packet for review and revision.
- PAR. 30 Director Cottonaro reported that the library looked so beautiful for the library’s 50th Anniversary Event and said it turned out to be a fabulous event.
- PAR. 31 **UNFINISHED BUSINESS:** Trustee Engelbrecht inquired as to why the overflow of the weeded books that are currently on carts in the back room are not offered the Internet Cafe.

- PAR. 32 Director Cottonaro, along with Patron Services Manager Ms. Leyva, stated that all the shelves in the Internet Café are currently full and are always kept full. Director Cottonaro stated that she, along with patron services staff, monitor the shelves and ensures that they are kept full for patrons.
- PAR. 33 **NEW BUSINESS:** A proposal from Altorfer CAT for the library’s generator maintenance was presented for approval.
- PAR. 34 Motion made by Vice President McLaughlin, seconded by Trustee Buergel, to approve the proposal from Altorfer CAT for the Gold Package, with an amount of \$3000, as presented. Roll #3 was called. Voting was ‘Aye’ by Trustee Buergel, Engelbrecht, Schneider and Vice President McLaughlin. No ‘Nays’. Motion carried 4 – 0.
- PAR. 35 Director Cottonaro presented the salary schedule for Fiscal Year 2023-2024 for board approval.
- PAR. 36 Motion made by Vice President McLaughlin, seconded by Trustee Buergel, to approve the updated salary schedule for Fiscal Year 2023-2024, as presented. Roll #4 was called. Voting was ‘Aye’ by Trustee Buergel, Engelbrecht, Schneider and Vice President McLaughlin. No ‘Nays’. Motion carried 4 – 0.
- PAR. 37 **PUBLIC DISCUSSION:** None.
- PAR. 38 Motion made by Vice President McLaughlin, seconded by Trustee Buergel, to move to executive session at 3:25 pm, to discuss personnel, in compliance with the Illinois Open Meetings Act, 5 ILCS 120/2. Motion carried by voice vote. Present were Trustee Buergel, Engelbrecht, Schneider and Vice President McLaughlin.
- PAR. 39 Vice President McLaughlin called the regular meeting back to order at 3:35 pm. Present were Trustee Buergel, Engelbrecht, Schneider and Vice President McLaughlin. A quorum was present.
- PAR. 40 Motion made by Vice President McLaughlin, seconded by Trustee Buergel, to adjourn the meeting at 3:40 pm. Motion carried by voice vote 4 - 0.

MARY JANE SCHNEIDER, SECRETARY

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APPROVED-AMENDED _____ DATE _____

** Denotes follow-up required