

MINUTES
ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
June 11, 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 Buergel, Dujsik, Engelbrecht, Olson, Schneider and President McKendree. Absent was Trustee McLaughlin. A quorum was present. Ms. Cottonaro, Director; Ms. Regan, Business Manager; Ms. Malysa, Youth Service Manager; Ms. Pajor, Adult 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 May 14, 2019 regular board meeting were presented for disposition.
- PAR. 4 Motion made by Trustee Buergel, seconded by Trustee Dujsik, to accept and place on file the minutes of the May 14, 2019 regular board meeting, as presented. Motion carried by voice vote 6 – 0.
- PAR. 5 **ATTORNEY’S REPORT:** Director Cottonaro reported hearing from the library’s attorney that the Preliminary Agency Tax Rate Report, issued by the County Clerk for the Alsip Merrionette Park Public Library District for Tax Year 2018 has been received and reviewed and is correct. He stated that no further action is required of the library at this time.
- PAR. 6 **ELECTION OF OFFICERS:** President McKendree called for nominations for Board Officers.
- PAR. 7 Motion made by Trustee Dujsik, seconded by Trustee Buergel, to nominate and retain President McKendree as Board President. President McKendree accepted the nomination. President McKendree let three calls for any additional nominations. There were none. Nominations were closed. Motion carried 6 – 0.
- PAR. 8 President McKendree called for nominations for Board Vice-President.
- PAR. 9 Motion made by Trustee Buergel, seconded by President McKendree, to nominate and retain Vice-President Buergel as Board Vice-President. Vice-President Buergel accepted the nomination. President McKendree let three calls for any additional nominations. There were none. Nominations were closed. Motion carried 6 – 0.
- PAR. 10 President McKendree called for nominations for Board Treasurer.
- PAR. 11 Motion made by Trustee Schneider, seconded by President McKendree, to nominate Trustee Dujsik for Board Treasurer. Trustee Dujsik accepted the nomination. President McKendree let three calls for any additional nominations. There were none. Nominations were closed. Motion carried 6 – 0.
- PAR. 12 President McKendree called for nominations for Board Secretary.

- PAR. 13 Motion made by Trustee Buergel, seconded by President McKendree, to nominate and retain Secretary Schneider for Board Secretary. Secretary Schneider accepted the nomination. President McKendree let three calls for any additional nominations. There were none. Nominations were closed. Motion carried 6 – 0.
- PAR. 14 **OFFICERS' REPORTS:**
- PAR. 15 **PRESIDENT REPORT:** President McKendree reported attending the library's Summer Reading Program kick-off and said it was a great time with pony rides and a petting zoo for family's and was well attended.
- PAR. 16 **VICE PRESIDENT:** No Report.
- PAR. 17 **SECRETARY:** No Report.
- PAR. 18 **TREASURER:** Trustee Dujsik presented the financial report dated May 2019 for approval and to be placed on file.
- PAR. 19 Motion made by Trustee Dujsik, seconded by Trustee Buergel, to place on file the Treasurer's report dated May 2019, as presented. Motion carried by voice vote 6 – 0.
- PAR. 20 **FINANCE:** A list of invoices dated June 11, 2019 was presented for payment.
- PAR. 21 Motion made by Trustee Dujsik, seconded by Trustee Olson, to approve the payment of the June 11, 2019 invoices in the amount of \$141,554.91 as presented. Roll #1 was called. Voting was 'Aye' by Trustee Buergel, Dujsik, Engelbrecht, Olson, Schneider and President McKendree. Motion carried 6 – 0.
- PAR. 22 **BUILDING & GROUNDS:** Trustee Olson reminded all trustees of the Building and Grounds Committee meeting on June 18, 2019 at 2:00 pm. He said some items on the agenda will be re-positioning the window grates on the west side of the building, the location of the bronze reading frog statue, replacement plants for the two dead Japanese maple trees and the carpet tile issues.
- PAR. 23 Trustee Olson presented the minutes from the Building and Grounds Committee walk-through meeting on April 18, 2019 for disposition.
- PAR. 24 Motion made by President McKendree, seconded by Trustee Dujsik, to accept and place on file the minutes of the April 18, 2019 Building and Grounds Committee walk-through meeting, as presented. Motion carried by voice vote 6 – 0
- PAR. 25 **POLICY** No Report.
- PAR. 26 **BY-LAWS:** President McKendree encouraged the board to think about having one trustee representing and reporting on individual library departments.
- PAR. 27 **PUBLIC RELATIONS:** Trustee Dujsik commended Ms. Mendoza on a very nice newsletter.
- PAR. 28 President McKendree commented that the newsletter should have been mailed earlier.
- PAR. 29 Ms. Mendoza replied that she has contacted the delivery company regarding delivery of the newsletter and said that moving forward a '*to be delivered by date*' will be given by the library.

- PAR. 30 **PERSONNEL:** Trustee Engelbrecht presented the minutes from the May 7, 2019 Personnel Committee Meeting for disposition.
- PAR. 31 Motion made by Trustee Olson, seconded by Trustee Buergel, to accept and place on file the minutes of the May 7, 2019 Personnel Committee meeting, as presented. Motion carried by voice vote 6 – 0.
- PAR. 32 **TRUSTEE EDUCATION:** Trustee Dujsik again 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. 33 **INSURANCE:** No Report.
- PAR. 34 **MARKETING REPORT:** Ms. Mendoza’s report was presented and attached to these minutes. She went on to say that she hopes the board is happy with her work to date.
- PAR. 35 Director Cottonaro asked for approval to purchase a 13” MacBook Pro and corresponding software for the Marketing Associate not to exceed \$2,500.00.
- PAR. 36 Motion made by President McKendree, seconded by Trustee Schneider, to approve the purchase of 1 13” MacBook Pro and corresponding software for the Marketing Associate not to exceed \$2,300.00.
- PAR. 37 Trustee Dujsik suggested amending the motion to read, *not to exceed \$2,500.00*, stating that the software is quite expensive and that maybe \$2,500.00 is still not enough.
- PAR. 38 It was the consensus of the board to accept the amendment to the motion.
- PAR. 39 Roll #2 was called. Voting was ‘Aye’ by Trustee Buergel, Dujsik, Engelbrecht, Olson, Schneider and President McKendree. Motion carried 6 – 0.
- PAR. 40 **LIBRARY DIRECTOR’S REPORT:** Director Cottonaro presented her report and briefly discussed year two and three strategic plans.
- PAR. 41 Director Cottonaro asked for a Finance Committee meeting to discuss the fiscal year 2019 – 2020 budget.
- PAR. 42 Trustee Dujsik set a Finance Committee meeting for June 25, 2019 at 3:00 pm in the Mary E. McKendree board room.
- PAR. 43 **UNFINISHED BUSINESS:** None.
- PAR. 44 **NEW BUSINESS:** None.
- PAR. 45 **PUBLIC DISCUSSION:** None.
- PAR. 46 Motion made by Trustee Dujsik, seconded by Trustee Buergel, to adjourn the meeting at 4:05 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