

ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT

BOARD OF TRUSTEES

REGULAR BOARD MINUTES

June 8, 2021

- PAR. 1 The regular monthly meeting of the ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES was called to order at 3:07pm by President McKendree. Roll was called. Present were Trustees Dujsik, Engelbrecht, Schneider and President McKendree. Absent were Trustee Buergel and McLaughlin. A quorum was present. Director Cottonaro; Ms. Regan, Business Manager; Ms. Pajor, Adult Services Manager; Ms. Malysa, Youth Services Manager; Ms. Leyva, Patron Services Manager and Rebecca Dujsik, public also attended.
- PAR. 2 The Pledge of Allegiance was recited.
- PAR. 3 **MINUTES:** Motion made by President Dujsik, seconded by Trustee Engelbrecht, to accept and place on file the minutes of the May 11, 2021 regular board meeting, as presented. Motion carried by voice vote 4 – 0.
- PAR. 4 **ATTORNEY’S REPORT:** No Report.
- PAR. 5 **OFFICERS’ REPORTS:**
- PAR. 6 **PRESIDENT REPORT:** President McKendree reminded other Trustees that the election of officers will be next month at the regular July 13, 2021 board meeting. She also said committee chairs will be re-selected and all trustees should be thinking about what committee they would like to chair.
- PAR. 7 **VICE PRESIDENT:** No Report.
- PAR. 8 **SECRETARY:** No Report.
- PAR. 9 **TREASURER:** Trustee Dujsik presented the financial report dated May 2021 to place on file.
- PAR. 10 Motion made by Trustee Dujsik, seconded by Trustee Engelbrecht, to place on file the Treasurer’s report dated May 2021, as presented. Motion carried by voice vote 4 – 0.
- PAR. 11 Trustee Dujsik tentatively set a Finance Committee meeting for June 29, 2021, 3:00 pm,
** contingent on other trustees being free to attend.
- PAR. 12 **FINANCE:** A list of invoices dated June 8, 2021 was presented for payment.
- PAR. 13 Motion made by Trustee Dujsik, seconded by President McKendree, to approve the payment of the June 8, 2021 invoices in the amount of \$136,470.01, as presented. Roll #1 was called. Voting was ‘Aye’ by Trustee Dujsik, Engelbrecht, Schneider, and President McKendree. No ‘Nays’. Motion carried 4 – 0.
- PAR. 14 Trustee Dujsik reported that First Midwest Bank will be merging with Old National Bank either late 2021 or early 2022. He went on to suggest deferring any banking decisions until then. The Board concurred with Trustee Dujsik and will revisit banking arrangements once the bank merger is completed.
- PAR. 15 **BUILDING & GROUNDS:** None

- PAR. 16 **POLICY:** No Report.
- PAR. 17 **BY-LAWS:** Director Cottonaro stated that she and Trustee McLaughlin reviewed the current by-laws and presented revisions for board approval.
- PAR. 18 Motion made by Trustee Dujsik, seconded by Trustee Schneider, to approve the updates to Chapter V: Section 1, ~~7:30 P.M.~~ to **3:00 P.M** and Chapter VI: Section 4, ...in excess of ~~twenty thousand (\$20,000) dollars~~ to ...in excess of **twenty-five thousand (\$25,000) dollars.**, as presented. Roll #2 was called. Voting was ‘Aye’ by Trustee Dujsik, Schneider, and President McKendree. ‘Nay’ by Trustee Engelbrecht. Motion carried 3 – 1.
- PAR. 19 **PUBLIC RELATIONS:** Director Cottonaro reported that the patron survey is ready and will go out soon to the public.
- PAR. 20 President McKendree suggested waiting to send the survey out until the Director returns from her leave.
- PAR. 21 It was the consensus of the board to hold off on sending the survey out.
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- PAR. 22 President McKendree asked department managers to keep the board posted on any library program changes. For example...dates, times....etc.
- PAR. 23 **PERSONNEL:** Trustee Engelbrecht set a Personnel Committee meeting for July 6, 2021 at 1:00 pm.
- PAR. 24 **TRUSTEE EDUCATION:** Trustee Dujsik reported that he was unable to attend the ATLAS (Area Training for Librarians and Staff) Annual Trustee Workshop on May 22, 2021.
- PAR. 25 Director Cottonaro stated that she has a video of the workshop and will share it with trustees if they would like.
- PAR. 26 **INSURANCE:** No Report.
- PAR. 27 **MANAGERS REPORTS:** Department Manager reports were presented and placed on file.
- PAR. 28 President McKendree sends her compliments to all staff for their hard work during this time.
- PAR. 29 **LIBRARY DIRECTOR’S REPORT:** Director Cottonaro presented her report and it was placed on file.
- PAR. 30 Director Cottonaro also reported on the COVID restrictions update.
- PAR. 31 Director Cottonaro asked the board for approval of a 4% cost of living raise for staff.
- PAR. 32 Motion made by President McKendree, seconded by Trustee Dujsik, to approve a 4% cost of living raise for all staff, effective July 1, 2021, and as presented. Roll #3 was called. Voting was ‘Aye’ by Trustee Dujsik, Engelbrecht, Schneider, and President McKendree. No ‘Nays’. Motion carried 4 – 0.

- PAR. Director Cottonaro reported that she would like to see a ‘Library of Things’ budget line for fiscal year 2021-2022.
- PAR. 33 President McKendree asked department managers to supply her with a monthly report
** on the circulation of ‘Library of Things’.
- PAR. 34 **UNFINISHED BUSINESS:** None
- PAR. 35 **NEW BUSINESS:** Director Cottonaro presented for approval a special leave request from Ms. Mendoza
- PAR. 36 Motion made by President McKendree, seconded by Trustee Engelbrecht, to approve the special leave request for Ms. Mendoza, as presented. Roll #4 was called. Voting was ‘Aye’ by Trustee Dujsik, Engelbrecht, Schneider, and President McKendree. No ‘Nays’. Motion carried 4 – 0.
- PAR. 37 Trustee Engelbrecht stated that he would like the book sale area to expand. The Board concurred and President McKendree added that the books are too close and it is time to return to the normal configuration for the book sale items.
- PAR. 38 **PUBLIC DISCUSSION:** Ms. Rebecca Dujsik asked if there was a way to receive a text when her on hold items were in.
- PAR. 39 Ms. Leyva responded and stated that patrons can change how they receive their notices, but only one method can be chosen.
- PAR. 40 Motion made by Trustee Dujsik, seconded by Trustee Schneider, to move to executive session at 4:25 pm, in compliance with the Illinois Open Meetings Act, 5 ILCS 120/2 to discuss personnel. Motion carried by voice vote. Present were Trustee Dujsik, Engelbrecht, Schneider and President McKendree.
- PAR. 41 President McKendree called the regular meeting back to order at 4:38 pm. Present were Trustee Dujsik, Engelbrecht, Schneider and President McKendree. A quorum was present.
- PAR. 42 Motion made by Trustee Engelbrecht, seconded by Trustee Dujsik to adjourn the meeting At 4:39 pm. Motion carried by voice vote 4 - 0.

MARY JANE SCHNEIDER, SECRETARY

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 PUBLIC LIBRARY DISTRICT
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APPROVED-AMENDED _____ DATE _____

** Denotes follow-up required