

ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT

BOARD OF TRUSTEES

REGULAR BOARD MINUTES

July 11, 2023

- PAR. 1 The regular monthly meeting of the ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES was called to order at 3:03 pm by President McKendree. Roll was called. Present were Trustees Buergel, Dujsik, Leyva, Opila, Schneider, and President McKendree. Absent was Trustee McLaughlin. 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; was also in attendance. and public; Mr. Smith was in attendance.
- PAR. 2 The Pledge of Allegiance was recited.
- PAR. 3 **MINUTES:** Motion made by Trustee Buergel, seconded by Trustee Dujsik, to accept and place on file the minutes of the June 13, 2023, regular board meeting, as presented. Motion carried by voice vote 6 – 0.
- PAR. 4 **ATTORNEY’S REPORT:** Director Cottonaro reported that Attorney Perlman will be attending the regular August board meeting along with the first Decennial meeting.
- PAR. 5 President McKendree moved the appointment of committee chairs and members to the end of the meeting.
- PAR. 6 **OFFICERS’ REPORTS:**
- PAR. 7 **PRESIDENT REPORT:** No Report.
- PAR. 8 **VICE PRESIDENT:** No Report.
- PAR. 9 **SECRETARY:** No Report.
- PAR. 10 **TREASURER:** The financial report for June 2023 was presented for approval and to be placed on file.
- PAR. 11 Motion made by Trustee Opila, seconded by Trustee Buergel, to place on file the financial report for June 2023, as presented. Motion carried by voice vote 6 – 0.
- PAR. 12 **FINANCE:** A list of invoices dated July 11, 2023, was presented for payment.
- PAR. 13 Motion made by Trustee Opila, seconded by Trustee Leyva, to approve the payment of the July 11, 2023, invoices in the amount of \$178,392.89, as presented. Roll #1 was called. Voting was ‘Aye’ by Trustee Buergel, Dujsik, Leyva, Opila, Schneider, and President McKendree. No ‘Nays’. Motion carried 6 – 0.
- PAR. 14 **BUILDING & GROUNDS:** Trustee Buergel stated that the flowers planted around the exterior led sign look very nice.
- PAR. 15 **POLICY:** No Report.
- PAR. 16 **BY-LAWS:** No Report.
- PAR. 17 **PUBLIC RELATIONS:** No Report.
- PAR. 18 **PERSONNEL:** No Report.

- PAR. 19 **TRUSTEE EDUCATION:** No Report.
- PAR. 20 **INSURANCE:** Director Cottonaro reported she is currently looking into other insurance options for staff and will bring options for board approval.
- PAR. 21 **MANAGERS REPORTS:** Manager's reports were presented and placed on file.
- PAR. 22 President McKendree commended all staff that provided reports on their attendance to the 2023 American Library Association Conference.
- PAR. 23 She went on to commend the youth and adult service managers on the many *Library Of Things* items.
- PAR. 24 President McKendree also mentioned the awesome job the marketing associate has been doing.
- PAR. 25 **LIBRARY DIRECTOR'S REPORT:** Director's report was placed on file. Most items were previously discussed.
- PAR. 26 Director Cottonaro reported that a new part-time associate, Fatima Hernandez, was hired for youth services department.
- PAR. 27 Director Cottonaro reported that youth services associate, Ms. Roe, was named chair of the 2025 Reaching Forward Conference.
- PAR. 28 Director Cottonaro went on the report that ATLAS (Area Training for Librarians And Staff) has locked in RJM Strategy Group for the multi library in-service date on Friday, December 1, 2023, although the venue is changing due to scheduling issues.
- PAR. 29 Director Cottonaro informed the board that the library's new phone system has been scheduled to be installed.
- PAR. 30 Director Cottonaro reported on attending the 2023 ALA Conference on Saturday, June 24 and Sunday June 25.
- PAR. 31 Director Cottonaro reported that she received the completed Age-Options grant quarterly report from Ms. Navabi, and filed it on July 6. She also reported that the annual OCLC contract was also filed on July 6.
- PAR. 32 Director Cottonaro went on the report that the Alsip Mayor's office reached out for donations to be included in the gift baskets that Mayor Ryan brings to the Southwest Conference of Mayors. She donated two shirts from our recent 50th Anniversary to be included.
- PAR. 33 Director Cottonaro stated that the Village of Merrionette Park reached out regarding the upcoming National Night Out event and asked if the library could have a table/tent with library information, giveaways and staff representatives. She told them the library would be happy to be a part of it.
- PAR. 34 Director Cottonaro reached out to the Alsip Police Department to see what they are planning for National Night Out and if they would like the library to be involved or donate. She is waiting to hear back.
- PAR. 35 Director Cottonaro reported that she reached out to the Alsip Park District Director regarding the storyboard walk project this past week. The library has all the boards and when the Park District Director has time, we will review site options. Director Cottonaro also let the Park District Director know that the library is prepared to absorb any and all costs associated with the project.

- PAR. 36 Director Cottonaro went on to report that she attended the recent planning meeting on Thursday, July 6 at Aquatic Park for the 2nd Annual Fall Festival here in Alsip.
- PAR. 37 **UNFINISHED BUSINESS:** The presentation from Enberg Anderson Architects was moved to the end of the meeting.
- PAR. 38 Motion made by Trustee Opila, seconded by Trustee Dujsik, to approve changing the regular board meeting time to 5:00 pm. Roll #2 was called. Voting was ‘Aye’ by Trustee Buergel, Dujsik, Leyva, Opila. ‘Nay’ by Trustee Schneider and President McKendree. Motion carried 4 – 2.
- PAR. 39 **NEW BUSINESS:** Director Cottonaro asked for approval to close the library on Friday, December 1, 2023, for multi library staff in-service day.
- PAR. 40 Motion made by President McKendree, seconded by Trustee Leyva, to approve closing the library on Friday, December 1, 2023, for a multi library staff in-service day, as presented. Roll #3 was called. Voting was ‘Aye’ by Trustee Buergel, Dujsik, Leyva, Opila, Schneider, and President McKendree. No ‘Nays’. Motion carried 6 – 0.
- PAR. 41 **PUBLIC DISCUSSION:** President McKendree asked if the library has any AED (Automated External Defibrillator) units.
- PAR. 42 Director Cottonaro replied that the library currently does not, she will research prices for the board to review.
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- PAR. 43 Mr. Shaun Kelly from Engberg Anderson Architects gave his presentation of the Capital Needs Assessment project for the library.
- PAR. 44 A lively discussion ensued.
- PAR. 45 Mr. Kelly left at 4:50 pm.
- PAR. 46 The board returned to agenda item *appoint committee chairs and members*. Trustees handed President McKendree their written committee preferences. President McKendree stated she will review and report back to all trustees regarding committee chairs and members.
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- PAR. 47 Motion made by Trustee Buergel, seconded by Trustee Opila, to adjourn the meeting at 4:56 pm. Motion carried by voice vote 6 - 0.

MARY JANE SCHNEIDER, SECRETARY

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APPROVED-AMENDED _____ DATE _____

** Denotes follow-up required