

MINUTES
ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
August 13, 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 Trustee Dujsik. Roll was called. Present were Trustees Dujsik, Engelbrecht, Olson, and McLaughlin. Absent were Trustees Buerger, 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; and Ms. Leyva, Patron Services; were in attendance. No public was in attendance.
- PAR. 2 Trustee Dujsik served as Chairman in the absence of President McKendree.
- PAR. 3 Trustee McLaughlin was appointed Secretary Pro-tem in the absence of Trustee Schneider.
- PAR. 4 The Pledge of Allegiance was recited.
- PAR. 5 New staff members were introduced, Jacob Szpytek, Adult Services Librarian and Adam Kurczak, Youth Services Associate. The board welcomed them and wished them good luck.
- PAR. 6 President McKendree arrived at 3:09 pm.
- PAR. 7 Trustee Dujsik relinquished Chairman duties to President McKendree.
- PAR. 8 **MINUTES:** The minutes of the July 9, 2019 regular board meeting were presented for disposition.
- PAR. 9 Motion made by Trustee Dujsik, seconded by Trustee McLaughlin, to accept the minutes of the July 9, 2019 regular board meeting, as presented. Motion carried by voice vote 5 – 0.
- PAR. 10 **ATTORNEY’S REPORT:** Director Cottonaro presented for approval, Ordinance No. 19-9-1: *An Ordinance Providing for a Budget and Appropriations for the Fiscal Year Beginning on July 1, 2019 and Ending on June 30, 2020 for the Alsip-Merrionette Park Public Library District*, in tentative form.
- PAR. 11 Motion made by Trustee Dujsik, seconded by Trustee McLaughlin, to accept Ordinance No. 19-9-1: *An Ordinance Providing for a Budget and Appropriations for the Fiscal Year Beginning on July 1, 2019 and Ending on June 30, 2020 for the Alsip-Merrionette Park Public Library District*, in tentative form, as presented. Roll #1 was called. Voting was ‘Aye’ by Trustee Dujsik, Engelbrecht, McLaughlin, Olson, and President McKendree. Motion carried 5 – 0.
- PAR. 12 **OFFICERS’ REPORTS:**
- PAR. 13 **PRESIDENT REPORT:** No Report.
- PAR. 14 **VICE PRESIDENT:** No Report.
- PAR. 15 **SECRETARY:** Director Cottonaro read aloud a thank you letter from Worth Township Alsip-Merrionette Park Public Library District

for the library's generous donation of school supplies for their 'Apple Tree' program.

- PAR. 16 **TREASURER:** Treasurer Dujsik asked the board for their input regarding the investment of the library's 2 Certificate of Deposit's (CD's) that are due to mature September 1, 2019.
- PAR. 17 It was the consensus of the board to cash out the 2 CD's and invest the money to the library's existing account with PMA Financial.
- PAR. 18 Trustee Dujsik presented the financial report dated July 2019 for approval and to be placed on file.
- PAR. 19 Motion made by President McKendree, seconded by Trustee Dujsik, to approve and place on file the Treasurer's report dated July 2019, as presented. Motion carried by voice vote 5 – 0.
- PAR. 21 **FINANCE:** A list of invoices dated August 13, 2019 was presented for payment.
- PAR. 22 Motion made by Trustee Dujsik, seconded by Trustee Olson, to approve the payment of the August 13, 2019 invoices in the amount of \$233,646.60, as presented. Roll #2 was called. Voting was 'Aye' by Trustee Dujsik, Engelbrecht, McLaughlin, Olson, and President McKendree. Motion carried 5 – 0.
- PAR. 23 **BUILDING & GROUNDS:** Trustee Olson intends on setting a Building and Grounds Committee meeting after the Building and Grounds committee meets with a landscape designer.
- PAR. 24 Director Cottonaro was asked to set up a meeting with a landscape designer and contact the Building and Grounds Committee with the date.
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- PAR. 25 Trustee Olson also updated the board on several building issues.
- PAR. 26 Trustee Dujsik again asked if there was an update regarding any protective devices to prevent the elevator from going down during these power surges.
- PAR. 27 Director Cottonaro will inquire about any such devices and report back to the board.
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- PAR. 28 **POLICY** No Report.
- PAR. 29 **BY-LAWS:** No Report.
- PAR. 30 **PUBLIC RELATIONS:** President McKendree asked that the library hold a contest to name the new frog statue located outside at the library's front entrance. She went on to state that the Board of Trustees would like to choose the name from all submitted suggestions.
- PAR. 31 Ms. Mendoza, the library's Marketing Associate will be running the contest during the month of September which is National Library Card Sign-Up Month.
- PAR. 32 Trustee Olson asked how the brick engraving project was going.
- PAR. 33 Director Cottonaro replied that the library's fall newsletter will roll out the project and have all the information listed for patrons.

- PAR. 34 **PERSONNEL:** Trustee Engelbrecht presented the minutes from the Personnel and Finance Committee Meeting on July 16, 2019 for approval.
- PAR. 35 Motion made by Trustee Dujsik, seconded by Trustee Olson, to accept and place on file the minutes of the Personnel and Finance Committee meeting July 16, 2019, as presented. Motion carried by voice vote 5 - 0.
- PAR. 36 **TRUSTEE EDUCATION:** Trustee Dujsik again reminded all trustees of the Illinois Library Association (ILA) Trustee Day to be held at the Tinley Park Convention Center on October 24, 2019. They should contact Director Cottonaro if they wish to attend.
- PAR. 37 Director Cottonaro reported that there are currently three trustees registered to attend.
- PAR. 38 **INSURANCE:** No Report.
- 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, most items have been discussed.
- PAR. 41 Director Cottonaro reported that the frog has been installed and Trustee Olson is working on obtaining new, easier to maintain, landscaping.
- PAR. 42 She also reported that Verde Electric is set to begin installation of Phase III for the new lighting project and it should be completed by the end of the month.
- PAR. 43 Director Cottonaro went on to report that the re-gluing of the carpet is underway and going smoothly.
- PAR. 44 Director Cottonaro also reported on the hiring of new staff to replace those who left this summer and that the library will be hiring two new Adult Service Pages, which will bring the library back to our original total of four part-time pages in Adult Services.
- PAR. 45 Director Cottonaro stated that the library was overdue on reviewing current policies and said in lieu of meetings, she would be reviewing a section of the policy manual at a time, then presenting a copy with notations and suggestions to the Board for consideration and approval at the regular monthly board meetings.
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- PAR. 46 Director Cottonaro reported that the library's first *Friday Night Special* is set for October 4, 2019. She went on to say that the small details are being worked out and Youth Librarian, Ann Baillie has a great related craft set up for the children.
- PAR. 47 Director Cottonaro also informed the board that staff photos would be taken next week, per the board's request.
- PAR. 48 **UNFINISHED BUSINESS:** Director Cottonaro presented for approval a cost of living increase for staff of 3%.
- PAR. 49 Motion made by President McKendree, seconded by Trustee Engelbrecht, to approve the staff salary cost of living increase of 3% and retroactive to July 1, 2019, as presented. Roll #3 was called. Voting was 'Aye' by Trustee Dujsik, Engelbrecht, McLaughlin, Olson, and President McKendree. Motion carried 5 – 0.

- PAR. 50 A request of a \$2500. bonus for the Director in lieu of a salary increase was presented for approval.
- PAR. 51 Motion made by President McKendree, seconded by Trustee Engelbrecht and Trustee Olson, to approve a bonus of \$2500. for the Director in lieu of a salary increase, as presented. Roll #4 was called. Voting was ‘Aye’ by Trustee Dujsik, Engelbrecht, McLaughlin, Olson, and President McKendree. Motion carried 5 – 0.
- PAR. 52 **NEW BUSINESS:** Director Cottonaro presented for approval revisions to Policy No. 6.10.2 – Hours of Operation.
- PAR. 53 Motion made by Trustee Dujsik, seconded by Trustee McLaughlin, to approve the revisions to Policy No. 6.10.2 to include *early closing at 5:00 pm on July 3 and Thanksgiving Eve*, as presented. Roll #5 was called. Voting was ‘Aye’ by Trustee Dujsik, Engelbrecht, McLaughlin, Olson, and President McKendree. Motion carried 5 – 0.
- PAR. 54 **PUBLIC DISCUSSION:** No Report.
- PAR. 55 Motion made by Trustee Olson, seconded by Trustee Engelbrecht, to move to executive session at 4:14 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, McLaughlin, Olson, and President McKendree.
- PAR. 56 President McKendree called the regular meeting back to order at 4:23 pm. Present were Trustee Dujsik, Engelbrecht, McLaughlin, Olson, and President McKendree. A quorum was present.
- PAR. 57 Motion made by President McKendree, seconded by Trustee Engelbrecht, to approve the allocation of \$13000. for merit increases, as presented. Roll #6 was called. Voting was ‘Aye’ by Trustee Dujsik, Engelbrecht, McLaughlin, Olson, and President McKendree. Motion carried 5 – 0.
- PAR. 58 Motion made by Trustee Dujsik, seconded by Trustee McLaughlin, to adjourn the meeting at 4:25 pm. Motion carried by voice vote 5 - 0.

THERESE MCLAUGHLIN, SECRETARY PRO-TEM

 ALSIP-MERRIONETTE PARK
 PUBLIC LIBRARY DISTRICT
 BOARD OF TRUSTEES

APPROVED-AMENDED _____ DATE _____

** Denotes follow-up required