

ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
REGULAR BOARD MINUTES  
August 9, 2022

- PAR. 1 The regular monthly meeting of the ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES was called to order at 3:02 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. Director Cottonaro, Ms. Regan, Business Manager; Ms. Malysa, Youth Services Manager; Ms. Pajor, Adult Services Manager; Ms. Leyva, Patron Services Manager and Ms. Edith Schmidt, public; was also in attendance.
- PAR. 2 In the absence of President McKendree, Vice President McLaughlin called the meeting to order.
- PAR. 3 President McKendree arrived at 3:03 pm and proceeded as the presiding officer.
- PAR. 4 The Pledge of Allegiance was recited.
- PAR. 5 **MINUTES:** Motion made by President McKendree, seconded by Trustee Engelbrecht, to accept and place on file the minutes of the July 12, 2022 regular board meeting, as presented. Motion carried by voice vote 5 – 0.
- PAR. 6 Motion made by Trustee Engelbrecht, seconded by President McKendree, to accept and place on file the minutes of the July 19, 2022 Committee of the Whole meeting, as presented. Motion carried by voice vote 5 – 0.
- PAR. 7 **ATTORNEY’S REPORT:** ORDINANCE NO. 22-9-1 PROVIDING FOR A BUDGET AND APPROPRIATIONS FOR THE FISCAL YEAR BEGINNING ON JULY 1, 2022 AND ENDING ON JUNE 30, 2023 FOR THE ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT in tentative form was presented for board approval.
- PAR. 8 Motion made by President McKendree, seconded by Trustee Buergel, to approve ORDINANCE NO. 22-9-1 PROVIDING FOR A BUDGET AND APPROPRIATIONS FOR THE FISCAL YEAR BEGINNING ON JULY 1, 2022 AND ENDING ON JUNE 30, 2023 FOR THE ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT in tentative form, as presented. Roll #1 was called. Voting was ‘Aye’ by Trustees Buergel, Engelbrecht, McLaughlin, Schneider, and President McKendree. No ‘Nays’. Motion carried 5 – 0.
- PAR. 9 **OFFICERS’ REPORTS:**
- PAR. 10 **PRESIDENT REPORT:** No Report.
- PAR. 11 **VICE PRESIDENT:** No Report.
- PAR. 12 **SECRETARY:** Secretary Schneider reported that all trustees received a letter from the Office of the Secretary of State regarding changes to Public Act 102-0977, effective May 27, 2022 regarding trustee vacancies.
- PAR. 13 **TREASURER:** The financial report dated July 2022 was presented to place on file.

- PAR. 14 Motion made by Trustee Engelbrecht, seconded by Trustee Buergel, to place on file the Treasurer's report dated July 2022, as presented. Motion carried by voice vote. 5 – 0.
- PAR. 15 **FINANCE:** A list of invoices dated August 9, 2022 was presented for payment.
- PAR. 16 Motion made by Trustee Engelbrecht, seconded by Trustee Schneider, to approve the payment of the August 9, 2022 invoices in the amount of \$162,385.34, as presented. Roll #2 was called. Voting was 'Aye' by Trustee Buergel, Engelbrecht, McLaughlin, Schneider and President McKendree. No 'Nays'. Motion carried 5 – 0.
- PAR. 17 **BUILDING & GROUNDS:** Director Cottonaro asked for approval to submit a Request for Proposal (RFP) for a capital needs assessment for the library.
- PAR. 18 Motion made by President McKendree, seconded by Trustee Buergel and McLaughlin, to approve the request to submit an RFP for a capital needs assessment for the library, as presented. Roll #3 was called. Voting was 'Aye' by Trustee Buergel, Engelbrecht, McLaughlin, Schneider and President McKendree. No 'Nays'. Motion carried 5 – 0.
- PAR. 19 It was the consensus of the board to have Roy Erikson Outdoor Maintenance trim the landscaping and remove all dead items.
- PAR. 20 **POLICY:** No Report.
- PAR. 21 **BY-LAWS:** No Report.
- PAR. 22 **PUBLIC RELATIONS:** No Report.
- PAR. 23 **PERSONNEL:** In light of Trustee Engelbrecht serving as Interim Treasurer. Vice President McLaughlin volunteered and was appointed Chair of the Personnel Committee.
- PAR. 24 **TRUSTEE EDUCATION:** No Report.
- PAR. 25 **INSURANCE:** Director Cottonaro presented a proposal from Kamm Insurance to renew the library's property, general liability, business auto, workers comp and umbrella liability insurance policies.
- PAR. 26 Motion made by President McKendree, seconded by Trustees Buergel and McLaughlin, to approve the proposal from Kamm Insurance for the library's property, general liability, business auto, workers comp and umbrella liability insurance policies in the amount of \$16,228.00, as presented. Roll #4 was called. Voting was 'Aye' by Trustee Buergel, Engelbrecht, McLaughlin, Schneider and President McKendree. No 'Nays'. Motion carried 5 – 0.
- PAR. 27 **MANAGERS REPORTS:** President McKendree along with other trustees were very pleased with the number of great items the youth department carries in the *Library of Things*. All manager's reports were placed on file.
- PAR. 28 President McKendree also commended the youth department on all the fabulous pictures posted on the library's social media accounts from the reptile program.
- PAR. 29 **LIBRARY DIRECTOR'S REPORT:** Director's report was placed on file. Most items were discussed.
- PAR. 30 Director Cottonaro reported cross training (across departments) will begin in October of this year.

- PAR. 31 Director Cottonaro also reported that the donated 250 bags of chips to the Village of Merrionette Park for their National Night Out event.
- PAR. 32 Director Cottonaro went on to report that the Fall Flannel Festival planning is going well and the library will be sponsoring the petting zoo and pony rides.
- PAR. 33 **UNFINISHED BUSINESS:** None
- PAR. 34 **NEW BUSINESS:** Director Cottonaro presented for approval an estimate from Today’s Business Solutions for four new, upgraded printer/copier kiosks.
- PAR. 35 Motion made by President McKendree, seconded by Trustee Engelbrecht, to approve the estimate from Today’s Business Solutions for four new upgraded printer/copier kiosks (2 for the adult department and 2 for the youth department) with an amount of \$1,990.00, as presented. Roll #5 was called. Voting was ‘Aye’ by Trustee Buergel, Engelbrecht, McLaughlin, Schneider and President McKendree. No ‘Nays’. Motion carried 5 – 0.
- PAR. 36 Motion made by President McKendree, seconded by Trustee Buergel, to approve the half day closure for staff in-service on Friday, September 9, 2022 and a full day closure for staff in-service on Friday, December 2, 2022, as presented. Roll #6 was called. Voting was ‘Aye’ by Trustee Buergel, Engelbrecht, McLaughlin, Schneider and President McKendree. No ‘Nays’. Motion carried 5 – 0.
- PAR. 37 Motion made by Trustee Schneider, seconded by Trustee McLaughlin, to approve the proposed change to Policy 8.85.3 changing the wording **full time** to **all** employees, as presented. Roll #7 was called. Voting was ‘Aye’ by Trustee Buergel, McLaughlin, and Schneider. ‘Nays’ by President McKendree and ‘Abstain’ by Trustee Engelbrecht. Motion carried 3 – 1 – 1.
- PAR. 38 **PUBLIC DISCUSSION:** Ms. Edith Schmidt commented on how much she likes Tudor.com, the online help program that the library provides for students needing help with homework.
- PAR. 39 Motion made by Trustee Buergel, seconded by Trustee McLaughlin, to adjourn the meeting at 3:57 pm. Motion carried by voice vote 5 - 0.

MARY JANE SCHNEIDER, SECRETARY

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PUBLIC LIBRARY DISTRICT  
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APPROVED-AMENDED \_\_\_\_\_ DATE \_\_\_\_\_

\*\* Denotes follow-up required