

ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR BOARD MINUTES

August 8, 2023

- PAR. 1 The regular monthly meeting of the ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES was called to order at 5:03 pm by President McKendree. Roll was called. Present were Trustees Buergel, Dujsik, Leyva, McLaughlin, Opila, and President McKendree. Absent was Trustee Schneider. 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; and Ms. Mendoza, Marketing Associate; was also in attendance.
- PAR. 2 In the absence of Trustee Schneider, Trustee McLaughlin served as secretary pro tem.
- PAR. 3 The Pledge of Allegiance was recited.
- PAR. 4 Trustee Schnieder arrived at 5:08 pm and resumed her duties as board secretary.
- PAR. 5 **MINUTES:** Motion made by Trustee Buergel, seconded by Trustee McLaughlin, to accept and place on file the minutes of the July 11, 2023, regular board meeting, as presented. Motion carried by voice vote 7 – 0.
- PAR. 6 **ATTORNEY’S REPORT:** Director Cottonaro presented from the library attorney, *ORDINANCE NO. 23-9-1, AN ORDINANCE PROVIDING FOR A BUDGET AND APPROPRIATINS FOR THE FISCAL YEAR BEGINNING ON JULY 1,2023 AND ENDING ON JUNE 30,2024 FOR THE ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT*, in tentative form.
- PAR. 7 Motion made by President McKendree, seconded by Trustee Buergel, to approve *ORDINANCE NO. 23-9-1, AN ORDINANCE PROVIDING FOR A BUDGET AND APPROPRIATINS FOR THE FISCAL YEAR BEGINNING ON JULY 1,2023 AND ENDING ON JUNE 30,2024 FOR THE ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT*, in tentative form, as presented. Roll #1 was called. Voting was ‘Aye’ by Trustee Buergel, Dujsik, Leyva, Opila, McLaughlin, Schneider and President McKendree. No ‘Nays’. Motion carried 7 – 0.
- PAR. 8 Director Cottonaro asked the board to set the first meeting for the Decennial Committee.
- PAR. 9 It was the consensus of the board to set the first Decennial Committee meeting for October 10, 2023, 4:00 pm.
- PAR. 10 President McKendree tabled the appointment of committee chairs and members to the next regular board meeting, September 12, 2023.
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- PAR. 11 **OFFICERS’ REPORTS:**
- PAR. 12 **PRESIDENT REPORT:** No Report.
- PAR. 13 **VICE PRESIDENT:** No Report.

- PAR. 14 **SECRETARY:** No Report.
- PAR. 15 **TREASURER:** The financial report for July 2023 was presented for approval and to be placed on file.
- PAR. 16 Motion made by Trustee Opila, seconded by Trustee Buergel, to place on file the financial report for July 2023, as presented. Roll #2 was called. Voting was ‘Aye’ by Trustee Buergel, Dujsik, Leyva, Opila, McLaughlin, Schneider and President McKendree. No ‘Nays’. Motion carried 7 – 0.
- PAR. 17 **FINANCE:** A list of invoices dated August 8, 2023, was presented for payment.
- PAR. 18 Motion made by Trustee Opila, seconded by Trustee Leyva, to approve the payment of the July 11, 2023, invoices in the amount of \$208,453.27, as presented. Roll #3 was called. Voting was ‘Aye’ by Trustee Buergel, Dujsik, Leyva, Opila, McLaughlin, Schneider, and President McKendree. No ‘Nays’. Motion carried 7 – 0.
- PAR. 19 **BUILDING & GROUNDS:** Trustee Buergel would like the maintenance department to plant 2 butterfly bushes near the children’s garden located in front of the library.
- PAR. 20 Director Cottonaro reported that the maintenance department has started working on holders for the storybook walk, a project in conjunction with the Alsip Park District.
- PAR. 21 Director Cottonaro also asked the board to establish a priority list of building projects using the information from the Capital Needs Assessment Report. She suggested the Building and Grounds Committee set up a meeting to discuss this.
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- PAR. 22 Director Cottonaro mentioned patron comments regarding the need for a tween space at the library.
- PAR. 23 A lively discussion ensued.
- PAR. 24 Youth Manager, Ms. Malysa, stated that her and her department were going on a field trip to Palos Heights library to take a look at and get some ideas from their tween area. She went on to say that all trustees are invited to go along.
- PAR. 25 Trustee Schneider would like to have the library promote the library’s brick campaign and suggested the library raffle off one free brick each month.
- PAR. 26 No motion was made.
- PAR. 27 **POLICY:** Director Cottonaro asked the board to consider changing library card signer qualifications to patrons ages 13+.
- PAR. 28 The board asked Director Cottonaro to provide a revised policy for review.
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- PAR. 29 Director Cottonaro also asked the board to include the state mandated paid leave for all staff per the paid leave for workers act, effective January 1, 2024.
- PAR. 30 The board asked Director Cottonaro to draft a new policy for board review.
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- PAR. 31 **BY-LAWS:** No Report.
- PAR. 32 **PUBLIC RELATIONS:** Director Cottonaro reported that the library had a booth at both Alsip and Merrionette Park's National Night Out Events. Trustees Leyva and Dujsik attended the Merrionette Park booth along with herself. Patron Services Manager Ms. Leyva and Patron Services Clerk Rebecca Kruiuzenga worked the Alsip booth. She went on to say that the library gave away swag bags for all.
- PAR. 33 Trustee Opila commented on the swag bags and said that it was nice to see adult items included in the giveaways.
- PAR. 34 **PERSONNEL:** Trustee McLaughlin stated that herself and President McKendree will be meeting with Director Cottonaro for her annual evaluation and goals. She went on to provide a copy for all trustees regarding the Director goals for fiscal year 2023-2024.
- PAR. 35 **TRUSTEE EDUCATION:** Director Cottonaro reminded all trustees of the Illinois Library Association's annual conference, to be held at the BOS Center in Springfield, IL, between October 24-26, 2023. Any trustees interested in attending, should contact Director Cottonaro.
- PAR. 36 President McKendree and Trustee Schneider stated they would like to attend.
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- PAR. 37 Trustee McLaughlin left the room at 6:23 pm.
- PAR. 38 **INSURANCE:** Director Cottonaro reported that she has meetings set with two different brokers regarding insurance for staff.
- PAR. 39 Trustee McLaughlin returned at 6:26 pm.
- PAR. 40 It was the consensus of the board to move to the new insurance for staff by September 1, 2023.
- PAR. 41 President McKendree asked Director Cottonaro to add the item to the September 12, 2023 regular board meeting agenda for approval.
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- PAR. 42 **MANAGERS REPORTS:** Manager's reports were presented and placed on file.
- PAR. 43 Trustee Schneider commented on the wonderful oldies concert that was held at the Heritage Complex on August 1, 2023.
- PAR. 44 **LIBRARY DIRECTOR'S REPORT:** Director's report was placed on file. Most items were previously discussed.
- PAR. 45 Director Cottonaro reported that she has provided all trustees with a preliminary, unfinished draft of the Decennial Committee Report. She went on to report that all committee members have completed the OMA training, as required.

- PAR. 46 Director Cottonaro asked the board to consider absorbing 100% of employees' individual insurance, as well as some portion of additional coverage. She went on to mention that President McKendree has brought this topic up in the past.
- PAR. 47 Director Cottonaro informed the board that the installation of the new phone system is scheduled for Wednesday, August 9, 2023.
- PAR. 48 Director Cottonaro reported that Adult Services Manager, Ms. Navabi, is going to purchase technology for those with vision problems to use the computer. Ms. Navabi will also be creating memory kits for patron check out that will be helpful to those who are battling dementia, a big thanks to Trustee McLaughlin and Oak Lawn library for this suggestion.
- PAR. 49 Director Cottonaro said she plans on submitting for the Age Options Grant again for the 2023-2024 fiscal year.
- PAR. 50 Director Cottonaro asked the board to consider sponsoring an outdoor musical instrument at one of the Alsip Parks and one for the exterior of the library. She went on to say that both the library and park district would need to agree on the details. Director Cottonaro went on to say that this would be another way for the library to have a presence outside the library walls.
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- PAR. 51 Director Cottonaro provided all trustees with a full brochure for the 'Percussion Play' outdoor musical instruments to review.
- PAR. 52 **UNFINISHED BUSINESS:** None.
- PAR. 53 **NEW BUSINESS:** None.
- PAR. 54 **PUBLIC DISCUSSION:** Patron Services Manager, Ms. Leyva, invited all trustees to stop by Patron Services department to choose some library apparel.
- PAR. 55 Motion made by Trustee Dujsik, seconded by Trustee Buerger, to adjourn the meeting at 6:51 pm. Motion carried by voice vote 7 - 0.

MARY JANE SCHNEIDER, SECRETARY

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APPROVED-AMENDED _____ DATE _____

** Denotes follow-up required