

ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT

BOARD OF TRUSTEES

REGULAR BOARD MINUTES

August 11, 2020

- PAR. 1 The regular monthly meeting of the ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES was called to order at 3:12 pm by President McKendree. Roll was called. Present were Trustees Buerger, Dujsik, Engelbrecht, Olson, Schneider and President McKendree. Absent was Trustee McLaughlin. A quorum was present. Director Cottonaro, Business Manager Cathleen Regan, Adult Manager Susan Pajor, Youth Manager Amy Malysa and Patron Manager Sandra Leyva were present. Several public staff also attended.
- PAR. 2 Per Governor Pritzker's order to suspend provisions of the Illinois Open Meetings Act mandating in-person attendance and limiting remote attendance by elected officials, it does not mandate any specific behavior, however, he does encourage public bodies to postpone or provide the public with video, audio or telephone access for those meetings that can't be delayed.
- PAR. 3 The Alsip-Merrionette Park Public Library District provided to the public a Zoom meeting ID 842 9996 6062; a web link, <https://us02web.zoom.us/j/84299966062?pwd;> as well as a Zoom meeting phone number, 1-312-626-6799 on the library's website.
- PAR. 4 The Pledge of Allegiance was recited.
- PAR. 5 **MINUTES:** The minutes of the July 14, 2020 regular board meeting were presented for disposition.
- PAR. 6 Motion made by Trustee Dujsik, seconded by Trustee Olson, to accept and place on file the minutes of the July 14, 2020 regular board meeting. Motion carried by voice vote 6 – 0.
- PAR. 7 Motion made by Trustee Dujsik, seconded by Trustee Olson to accept and release the executive minutes of July 14, 2020, as presented. Motion carried by voice vote 6 – 0.
- PAR. 8 **ATTORNEY'S REPORT:** Director Cottonaro presented for approval, Ordinance 20-9-1: An Ordinance Providing for a Budget and Appropriations for the Fiscal Year Beginning July 1, 2020 and ending June 30, 2021 in Tentative Form for the Alsip-Merrionette Park Public Library District.
- PAR. 9 Motion made by Trustee Dujsik, seconded by Trustee Schneider, to approve Ordinance 20-9-1: An Ordinance Providing for a Budget and Appropriations for the Fiscal Year Beginning July 1, 2020 and ending June 30, 2021 in Tentative Form for the Alsip-Merrionette Park Public Library District, as presented. Roll #1 was called. Voting was 'Aye' by Trustee Buerger, Dujsik, Engelbrecht, Olson Schneider and President McKendree. No 'Nays'. Motion carried 6 – 0.
- PAR. 10 **OFFICERS' REPORTS:**
- PAR. 11 **PRESIDENT REPORT:** No Report.
- PAR. 12 **VICE PRESIDENT:** No Report
- PAR. 13 **SECRETARY:** Director Cottonaro reported that the Village of Alsip secretary reached out to the library asking if they would like to partner with the village in hosting a shredding event for residents.
- PAR. 14 Director Cottonaro stated that the library would be hosting a fall shredding event in the parking lot for all Alsip-Merrionette Park Library District patrons. The date is still to be determined.

- PAR. 15 **TREASURER:** Trustee Dujsik presented the financial report dated July 2020 to place on file.
- PAR. 16 Motion made by Trustee Dujsik, seconded by Trustee Buergel, to place on file the Treasurer's report dated July 2020, as presented. Motion carried by voice vote 6 – 0.
- PAR. 17 **FINANCE:** A list of invoices dated August 11, 2020 was presented for payment.
- PAR. 18 Motion made by Trustee Dujsik, seconded by Trustee Olson, to approve the payment of the August 11, 2020 invoices in the amount of \$229,758.79, as presented. Roll #2 was called. Voting was 'Aye' by Trustee Buergel, Dujsik, Engelbrecht, Olson, Schneider, and President McKendree. No 'Nays'. Motion carried 6 – 0.
- PAR. 19 **BUILDING & GROUNDS:** Trustee Olson presented the minutes from the August 4, 2020 Building & Grounds committee meeting for disposition.
- PAR. 20 Motion made by Trustee Olson, seconded by Trustee Dujsik, to accept and place on file the minutes of the August 4, 2020 Building & Grounds committee meeting, as presented. Motion carried by voice vote 6 – 0.
- PAR. 21 Motion made by Trustee Olson, seconded by Trustee Dujsik, to approve Phases 4 and 5 of the lighting retrofitting project with Verde Energy Efficiency Experts in the amount of \$24,994.01 for Phase 4 and \$22,250.09 for Phase 5, as presented. Roll #3 was called. Voting was 'Aye' by Trustee Buergel, Dujsik, Engelbrecht, Olson, Schneider and President McKendree. No 'Nays'. Motion carried 6 – 0.
- PAR. 22 Motion made by President McKendree, seconded by Trustee Buergel, to approve the proposal from Roy Erikson Outdoor Maintenance to clean, crackfill and sealcoat the library's parking lot in the amount of \$5,158.00, as presented. Roll #4 was called. Voting was 'Aye' by Trustee Buergel, Dujsik, Engelbrecht, Olson, Schneider and President McKendree. No 'Nays'. Motion carried 6 – 0.
- PAR. 23 Approval for the brick engraving costs were tabled until more detailed billing information is received.
- PAR. 24 **POLICY:** No Report.
- PAR. 25 **BY-LAWS:** No Report.
- PAR. 26 **PERSONNEL:** No Report.
- PAR. 27 **TRUSTEE EDUCATION:** No Report.
- PAR. 28 **INSURANCE:** No Report.
- PAR. 29 **MANAGERS REPORTS:** Department Managers reports were presented for board review.
- PAR. 30 **LIBRARY DIRECTOR'S REPORT:** Director Cottonaro said she is very proud of all staff who have shown themselves to be resilient, adaptable and inventive during this year.
- PAR. 31 Director Cottonaro reported that additional barriers have been ordered in preparation of opening to the public.
- PAR. 32 **UNFINISHED BUSINESS:** Director Cottonaro again asked for discussion and approval of opening the library for appointments only.
- PAR. 33 A lively discussion ensued.
- PAR. 34 No motion was made, the Board will revisit the topic at the next regular board meeting on September 8, 2020.
- PAR. 35 Director Cottonaro reported that curbside service will have expanded hours on Tuesdays and Thursdays until 8pm starting September 1, 2020.

- PAR. 36 **NEW BUSINESS:** Director Cottonaro presented for approval of the Covid-19 Emergency Travel Policy.
- PAR. 37 Motion made by Trustee Engelbrecht, seconded by Trustee Buergel, to approve the Covid-19 Emergency Travel Policy, as presented. Roll #5 was called. Voting was 'Aye' by Trustee Buergel, Dujsik, Engelbrecht, Olson, Schneider and President McKendree. No 'Nays'. Motion carried 6 – 0.
- PAR. 38 Director Cottonaro also presented for approval Policy #6.20.4, a Mask Policy.
- PAR. 39 Motion made by Trustee Olson, seconded by Trustee Engelbrecht, to approve #6.20.4 Mask Policy, as presented. Roll #6 was called. Voting was 'Aye' by Trustee Buergel, Dujsik, Engelbrecht, Olson, Schneider and President McKendree. No 'Nays'. Motion carried 6 – 0.
- PAR. 40 **PUBLIC DISCUSSION:** None.
- PAR. 41 Motion made by Trustee Engelbrecht, seconded by Trustee Olson, to move to executive session at 4:50 pm, in compliance with the Illinois Open Meetings Act, 5 ILCS 120/2 to discuss personnel. Motion carried by voice vote. Present were Trustee Buergel, Dujsik, Engelbrecht, Olson, Schneider and President McKendree.
- PAR. 42 President McKendree called the regular meeting back to order at 4:51 pm. Present were Trustee Dujsik, Engelbrecht, Olson, Schneider and President McKendree. A quorum was present.
- PAR. 43 A Personnel Committee meeting was set for August 18, 2020 at 3pm.
- PAR. 44 Having no further business come before the Board, the motion to adjourn was made at 4:52 by Trustee Engelbrecht, seconded by Trustee Buergel. Motion carried by voice vote 6 - 0.

MARY JANE SCHNEIDER, SECRETARY

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PUBLIC LIBRARY DISTRICT
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APPROVED-AMENDED _____ DATE _____

** Denotes follow-up required