

MINUTES  
ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
September 10, 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 Buergel, Dujsik, Engelbrecht, McLaughlin, Olson, Schneider and President McKendree. A quorum was present. Ms. Cottonaro, Director; Ms. Regan, Business Manager; Ms. Pajor, Adult Services Manager; Ms. Leyva, Patron Services; and Ms. Mendoza, Marketing Associate; were in attendance. Attorney Perlman was also in attendance. No public was in attendance.
- PAR. 2 The Pledge of Allegiance was recited.
- PAR. 3 No new staff members were introduced at this time.
- PAR. 4 **MINUTES:** The minutes of the August 13, 2019 regular board meeting were presented for disposition.
- PAR. 5 Motion made by Trustee Dujsik, seconded by Trustee Olson, to accept the minutes of the August 13, 2019 regular board meeting, as corrected. Motion carried by voice vote 7 – 0.
- PAR. 6 The minutes of the August 13, 2019 executive board meeting were presented for disposition.
- PAR. 7 Motion made by Trustee Dujsik, seconded by Trustee McLaughlin, to accept the minutes of the August 13, 2019 executive board meeting, as corrected. Motion carried by voice vote 7 – 0.
- PAR. 8 **ATTORNEY’S REPORT:** Attorney Perlman 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 its final form and reported a notice had been published for 30 days according to the law regarding the public hearing for today, September 10, 2019.
- PAR. 9 President McKendree called to order the public hearing at 3:10 pm concerning the Budget and Appropriations for Fiscal Year 2019 – 2020.
- PAR. 10 Hearing no questions or objections from the public, President McKendree closed the public hearing at 3:11 pm.
- PAR. 11 Motion made by President McKendree, seconded by Trustee Buergel, 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 its final form, as presented. Roll #1 was called. Voting was ‘Aye’ by Trustee Buergel, Dujsik, Engelbrecht, McLaughlin, Olson, Schneider and President McKendree. No ‘Nays’. Motion carried 7 – 0.
- PAR. 12 **OFFICERS’ REPORTS:**
- PAR. 13 **PRESIDENT REPORT:** No Report.
- PAR. 14 **VICE PRESIDENT:** No Report.

- PAR. 15        **SECRETARY:** No Report.
- PAR. 16        **TREASURER:** Trustee Dujsik presented the financial report dated August 2019 for approval and to be placed on file.
- PAR. 17        Motion made by Trustee Dujsik, seconded by Trustee Olson, to approve and place on file the Treasurer's report dated July 2019, as presented. Motion carried by voice vote 7 – 0.
- PAR. 18        **FINANCE:** A list of invoices dated September 10, 2019 was presented for payment.
- PAR. 19        Motion made by Trustee Dujsik, seconded by Olson, to approve the payment of the September 10, 2019 invoices in the amount of \$147,589.62, as presented. Roll #2 was called. Voting was 'Aye' by Trustee Buergel, Dujsik, Engelbrecht, McLaughlin, Olson, Schneider and President McKendree. No 'Nays'. Motion carried 7 – 0.
- PAR. 20        A late bill from Kamm Insurance Group in the amount of \$924.00 was presented for payment.
- PAR. 21        Motion made by President McKendree, seconded by Trustee Buergel, to approve the payment of the late bill from Kamm Insurance Group in the amount of \$924.00, as presented. Roll #3 was called. Voting was 'Aye' by Trustee Buergel, Dujsik, Engelbrecht, McLaughlin, Olson, Schneider, and President McKendree. No 'Nays'. Motion carried 7 – 0.
- PAR. 22        Trustee Dujsik suggested dissolving the library's rental bank account with USbank since the library no longer charges for rental items.
- PAR. 23        Motion made by Trustee Dujsik, seconded by Trustee McLaughlin, to approve dissolving the rental bank account with USbank and transferring the balance of \$1,057.69 to the library's First Midwest Bank working cash account. Roll #4 was called. Voting was 'Aye' by Trustee Buergel, Dujsik, Engelbrecht, McLaughlin, Olson, Schneider, and President McKendree. No 'Nays'. Motion carried 7 – 0.
- PAR. 24        Director Cottonaro reported that the library CD's at TCF Bank run through January 2020  
\*\* and will be up for discussion at the regular board meeting on December 10, 2019
- PAR. 25        **BUILDING & GROUNDS:** Trustee Olson still would like to set a Building and Grounds Committee meeting after the Building and Grounds committee meets with a landscape designer.
- PAR. 26        Director Cottonaro reported that she is still working on setting up a meeting with a landscape designer and will contact the Building and Grounds Committee with the date.
- PAR. 27        Trustee Olson again updated the board on several building issues.
- PAR. 28        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. 29        Director Cottonaro is waiting for an answer from Kone about any such devices and will  
\*\* report back to the board once they contact her.

- PAR. 30 Trustee Dujsik asked if Director Cottonaro had received a report from the space planners.
- PAR. 31 Director Cottonaro replied that she has not received a report and will notify the board when she does.
- PAR. 32 President McKendree asked that the board be contacted for the next meeting with the space planner.
- PAR. 33 Director Cottonaro replied she would contact the board when the next meeting date is set.
- PAR. 34 **POLICY** Director Cottonaro supplied all the board members with copies of the library's current policies for II. Collection Development, III. Issuance of Library Cards and IV. Circulation of Materials and asked all trustees to review and send her any proposed changes for discussion and approval at the regular October 8, 2019 board meeting.  
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- PAR. 35 **BY-LAWS:** No Report.
- PAR. 36 **PUBLIC RELATIONS:** Ms. Mendoza reported to the board that she is very pleased with B. Allan Graphics for mailing out the library's fall newsletter ahead of schedule.
- PAR. 37 **PERSONNEL:** No Report.
- PAR. 39 **TRUSTEE EDUCATION:** No Report.
- PAR. 40 **INSURANCE:** No Report.
- PAR. 41 **MARKETING REPORT:** Ms. Mendoza's report was presented and attached to these minutes.
- PAR. 42 **LIBRARY DIRECTOR'S REPORT:** Director Cottonaro presented her report, most items have been discussed.
- PAR. 43 Director Cottonaro reported that she has supplied a staff photo directory in all the board members board packet this month and that the photo directory is not available to staff.
- PAR. 44 Director Cottonaro informed the board that the Alsip Chamber of Commerce is sponsoring a *Hometown Heroes* program, which honors military families in the Village of Alsip with banners displayed along Cicero Avenue, and potentially Pulaski from Memorial Day 2020 through Veterans Day 2020. She asked the board if they would like to sponsor a banner in the amount of \$100.00.
- PAR. 45 Motion made by President McKendree, seconded by Trustee Buerger, to sponsor one *Hometown Hero* banner through the Alsip Chamber of Commerce in the amount of \$100.00, as presented. Roll #5 was called. Voting was 'Aye' by Trustee Buerger, Dujsik, Engelbrecht, McLaughlin, Olson, Schneider, and President McKendree. No 'Nays'. Motion carried 7 – 0.
- PAR. 46 Director Cottonaro reported that she had met with Ms. Esparza, Village of Alsip Trustee, about working with the village to assist residents in participating in the 2020 Census. She went on to say that she will be working with Adult Services to ensure all District residents receive the guidance they need.
- PAR. 47 Director Cottonaro again reported that the library's first *Friday Night Special* is set for October 4, 2019. She went on to explain some of the program details and said that Ms. Mendoza and herself would be working the event.

- PAR. 48 Director Cottonaro informed the board that the IPLAR has been completed and submitted.
- PAR. 49 **UNFINISHED BUSINESS:** None.
- PAR. 50 **NEW BUSINESS:** President McKendree appointed Trustee McLaughlin as Chairperson to the By-Laws Committee, replacing Trustee Buergel.
- PAR. 51 **PUBLIC DISCUSSION:** No Report.
- PAR. 52 Motion made by Trustee Dujcik, seconded by Trustee McLaughlin and Trustee Buergel, to adjourn the meeting at 4:09 pm. Motion carried by voice vote 7 - 0.

MARY JANE SCHNEIDER, SECRETARY

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 ALSIP-MERRIONETTE PARK  
 PUBLIC LIBRARY DISTRICT  
 BOARD OF TRUSTEES  
 APPROVED-AMENDED \_\_\_\_\_ DATE \_\_\_\_\_  
 \*\* Denotes follow-up required