

ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT

BOARD OF TRUSTEES

REGULAR BOARD MINUTES

September 8, 2020

- PAR. 1 The regular monthly meeting of the ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES was called to order at 3:03 pm by President McKendree. Roll was called. Present were Trustees Buergel, Dujsik, Engelbrecht, McLaughlin, Olson, Schneider and President McKendree. A quorum was present. Director Cottonaro, Business Manager Cathleen Regan, Adult Manager Susan Pajor, Youth Manager Amy Malysa, Patron Manager Sandra Leyva and Attorney Perlman 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 encourages 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 865 4403 9693; a web link, <https://us02web.zoom.us/j/86544039693?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 August 11, 2020 regular board meeting were presented for disposition.
- PAR. 6 Motion made by Trustee Olson, seconded by Trustee McLaughlin, to accept and place on file the minutes of the August 11, 2020 regular board meeting. Motion carried by voice vote 7 – 0.
- PAR. 7 Motion made by President McKendree, seconded by Trustee Olson to accept and release the executive minutes of August 11, 2020, as presented. Motion carried by voice vote 7 – 0.
- PAR. 8 **ATTORNEY'S REPORT:** Attorney Perlman discussed the current tax levy with trustees and will return to the October regular board meeting to discuss further.
- PAR. 9 **OFFICERS' REPORTS:**
- PAR. 10 **PRESIDENT REPORT:** President McKendree asked Ms. Regan to look into caterers for a staff holiday event.
- PAR. 11 **VICE PRESIDENT:** No Report
- PAR. 12 **SECRETARY:** No Report.
- PAR. 13 **TREASURER:** Trustee Dujsik presented the financial report dated August 2020 to place on file.
- PAR. 14 Motion made by Trustee Dujsik, seconded by Trustee Buergel, to place on file the Treasurer's report dated August 2020, as presented. Motion carried by voice vote 7 – 0.
- PAR. 15 **FINANCE:** A list of invoices dated September 8, 2020 was presented for payment.

- PAR. 16 Motion made by Trustee Dujsik, seconded by Trustee Olson, to approve the payment of the September 8, 2020 invoices in the amount of \$148,004.03, 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. 17 Director Cottonaro asked if staff be allowed to cash in a maximum of 2 weeks banked vacation time due to covid.
- PAR. 18 Motion made by President McKendree, seconded by Trustee Schneider, to approve staff cashing in, one time only through December 31, 2020, a maximum of 2 weeks banked vacation time. 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. 19 Trustee Dujsik presented the Illinois Public Reserves Investment Management Trust annual report, said report has been placed on file.
- PAR. 20 **BUILDING & GROUNDS:** No Report.
- PAR. 21 **POLICY:** No Report.
- PAR. 22 **BY-LAWS:** No Report.
- PAR. 23 **PERSONNEL:** Trustee Engelbrecht will provide the minutes from the August 18, 2020 Personnel Committee meeting at the next regular board meeting for approval.
- PAR. 24 **TRUSTEE EDUCATION:** No Report.
- PAR. 25 **INSURANCE:** No Report.
- PAR. 26 **MANAGERS REPORTS:** Department Managers reports were presented for board review.
- PAR. 27 **LIBRARY DIRECTOR'S REPORT:** Director Cottonaro presented her report. Report is attached to these minutes.
- PAR. 28 Director Cottonaro reported that the library's interior lighting project is complete and the library looks bright and clean. She went on to report that it has increased visibility in the book stacks. She also said that maintenance will be refreshing some paint throughout.
- PAR. 29 Director Cottonaro reported that the parking lot has been resurfaced, crackfilled and striped, as well as the street spaces on the south and west side of the building.
- PAR. 30 Director Cottonaro informed the board that representatives from MultiStack, Murphy Miller and Delta will be at the library on September 15 and 16 to do a comprehensive evaluation of our multistack system.
- PAR. 31 Director Cottonaro went on to report that RAILS (Reaching Across Illinois Library System) determined that all delivery items must be quarantined for 7 days, so our library has begun that longer quarantine for returned items the last week of August.
- PAR. 32 **UNFINISHED BUSINESS:** Director Cottonaro asked for the approval of opening the library to the public for limited use by appointment only.
- PAR. 33 It was the consensus of the board to approve opening the library to the public for limited use by appointment only beginning October 1, 2020, as presented.
- PAR. 34 **NEW BUSINESS:** No Report.

- PAR. 35      **PUBLIC DISCUSSION:** None.
- PAR. 36      The Board moved to executive session at 4:40 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, McLaughlin, Olson, Schneider and President McKendree.
- PAR. 37      President McKendree called the regular meeting back to order at 4:47 pm. Present were Trustee Buergel, Dujsik, Engelbrecht, McLaughlin, Olson, Schneider and President McKendree. A quorum was present.
- PAR. 38      Having no further business come before the Board, the motion to adjourn was made at 4:48 by Trustee Engelbrecht, seconded by Trustee Buergel. Motion carried by voice vote 7 - 0.

MARY JANE SCHNEIDER, SECRETARY

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APPROVED-AMENDED \_\_\_\_\_ DATE \_\_\_\_\_

\*\* Denotes follow-up required