

ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
REGULAR BOARD MINUTES  
September 12, 2023

- PAR. 1 The regular monthly meeting of the ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES was called to order at 5:02 pm by President McKendree. Roll was called. Present were Trustees Dujsik, Leyva, McLaughlin, Opila, Schneider and President McKendree. Absent was Trustee Buerger. A quorum was present. Ms. Cottonaro, Director; Ms. Regan, Business Manager; Ms. Malysa, Youth Services Manager; Ms. Navabi, Adult Services Manager and Attorney Perlman were in attendance. No public was in attendance.
- PAR. 2 The Pledge of Allegiance was recited.
- PAR. 3 Attorney Perlman presented for approval, Ordinance No. 23-9-1: *An Ordinance Providing for a Budget and Appropriations for the Fiscal Year Beginning on July 1, 2023, and Ending on June 30, 2024, 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 12, 2023.
- PAR. 4 President McKendree called to order the public hearing at 5:03 pm regarding the Budget and Appropriations for Fiscal Year 2023 – 2024.
- PAR. 5 Hearing no questions or objections from the public, President McKendree closed the public hearing at 5:04 pm.
- PAR. 6 Motion made by Trustee Schneider, seconded by Trustee McLaughlin, to accept Ordinance No. 23-9-1: *An Ordinance Providing for a Budget and Appropriations for the Fiscal Year Beginning on July 1, 2023, and Ending on June 30, 2024, for the Alsip-Merrionette Park Public Library District*, in its final form, as presented. Roll #1 was called. Voting was ‘Aye’ by Trustee Dujsik, Leyva, McLaughlin, Opila, Schneider and President McKendree. No ‘Nays’. Motion carried 6 – 0.
- PAR. 7 **MINUTES:** Motion made by Trustee McLaughlin, seconded by Trustee Dujsik, to accept and place on file the minutes of the August 8, 2023, regular board meeting, as presented. Motion carried by voice vote 6 – 0.
- PAR. 8 **ATTORNEY’S REPORT:** All trustees were provided with a memorandum re: (820 ILCS 192/) *Paid Leave for All Workers Act*.
- PAR. 9 Attorney Perlman explained the Act, stating it becomes effective January 1, 2024. He went on to say the government is still working on the specific guidelines and will report back to the board as he learns more.
- PAR. 10 Director Cottonaro reminded the board that the library is ahead of the game due to previously approving paid sick leave for all part-time employees in May of 2022.

- PAR. 11 President McKendree appointed Chairs and Committee members:  
Finance: Chair Trustee Opila and Trustee McLaughlin  
Building and Grounds: Chair Trustee Buergel and Trustee Schneider  
Policy: Chair Trustee McLaughlin and Trustee Opila  
By-Laws: Chair Trustee Dujsik and Trustee Leyva  
Public Relations: Chair Trustee Schneider and Trustee Dujsik  
Personnel: Chair Trustee Leyva and Trustee McLaughlin  
Trustee Education: Committee of the Whole  
Insurance: Committee of the Whole
- PAR. 12 **OFFICERS' REPORTS:**
- PAR. 13 **PRESIDENT REPORT:** No Report.
- PAR. 14 **VICE PRESIDENT:** No Report.
- PAR. 15 **SECRETARY:** No Report.
- PAR. 16 **TREASURER:** The financial report for August 2023 was presented for approval and to be placed on file.
- PAR. 17 Motion made by Trustee Opila, seconded by Trustee Leyva, to place on file the financial report for August 2023, as presented. Motion carried by voice vote 6 – 0.
- PAR. 18 **FINANCE:** A list of invoices dated September 12, 2023, was presented for payment.
- PAR. 19 Motion made by Trustee Opila, seconded by Trustee McLaughlin, to approve the payment of the September 12, 2023, invoices in the amount of \$192,862.67, as presented. Roll #2 was called. Voting was 'Aye' by Trustee Dujsik, Leyva, Opila, McLaughlin, Schneider, and President McKendree. No 'Nays'. Motion carried 6 – 0.
- PAR. 20 **BUILDING & GROUNDS:** Director Cottonaro presented an outline provided by Youth Manager Ms. Malysa, asking to create a dedicated middle school space in the youth department with an amount not to exceed \$10,000.
- PAR. 21 A lively discussion ensued.
- PAR. 22 Motion made by Trustee McLaughlin, seconded by Trustee Leyva, to approve creating a middle school space in the youth department with an amount not to exceed \$10,000, as presented. Roll #3 was called. Voting was 'Aye' by Trustee Dujsik, Leyva, Opila, McLaughlin, and Trustee Schneider. 'Nay' by President McKendree. Motion carried 5 – 1.
- PAR. 23 Director Cottonaro presented for approval, the purchase of a Percussion Play outdoor musical instrument for the children's garden, located in front of the library.
- PAR. 24 Motion made by President McKendree, seconded by Trustee McLaughlin, to approve the purchase of a Percussion Play outdoor musical instrument for the children's garden, located in front of the library, with an amount not to exceed \$7500, as presented. Roll #4 was called. Voting was 'Aye' by Trustee Dujsik, Leyva, Opila, McLaughlin, Schneider, and President McKendree. No 'Nays'. Motion carried 6 – 0.
- PAR. 25 Director Cottonaro presented information about the camera sharing program with Alsip Police and stated that as long as the federal grant secured by Alsip Police Department is in place, the library

would not be financially responsible for anything. As explained to her by Sgt. Gutierrez, a CorePro unit would be connected to the library current camera system and would allow authorized Alsip Police personnel access. She went on to note that this would not be a constant live surveillance.

PAR. 26  
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It was the consensus of the board to approve joining the camera sharing program with the Alsip Police Department.

PAR. 27

**POLICY:** Director Cottonaro asked the board for approval of a change in the group insurance premium percentage paid.

PAR. 28

Motion made by Trustee Schneider, seconded by Trustee Leyva, to approve the change in the group insurance premium percentage paid by the library to one hundred percent for all eligible employees, as presented. Roll #5 was called. Voting was “Aye” by Trustees Dujsik, Leyva, Schneider and President McKendree. ‘Nay’ by Trustee McLaughlin and Opila. Motion carried 4 – 2.

PAR. 29

**BY-LAWS:** No Report.

PAR. 30

**PUBLIC RELATIONS:** President McKendree commented on how much she loves the library’s Friday Night Specials.

PAR. 31

**PERSONNEL:** No Report.

PAR. 32  
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**TRUSTEE EDUCATION:** Director Cottonaro wanted to verify that President McKendree and Trustee Schneider were still interested in attending the Illinois Library Association’s annual conference, to be held at the BOS Center in Springfield, IL. between October 24-26, 2023. They both stated yes, they still are interested in attending and asked Director Cottonaro to make the arrangements. Any other trustees interested in attending should contact Director Cottonaro.

PAR. 33

President McKendree mentioned that some trustees might find PLA (Public Library Association) more interesting.

PAR. 34

**INSURANCE:** No Report.

PAR. 35

**MANAGERS REPORTS:** Manager’s reports were presented and placed on file.

PAR. 36

Director Cottonaro reported that Youth Manager Ms. Malysa, has collaborated with our local McDonald’s owned by the Dakajo’s Family, along with Martin Brower Food Supplier to provide individually packaged apple slices as a healthy afterschool snack. The apples will be featured at the youth service desk every day from 3-6pm and on weekends. This initiative will continue for the month of October 2023.

PAR. 37

**LIBRARY DIRECTOR’S REPORT:** Director’s report was placed on file. Most items were previously discussed.

PAR. 38

Director Cottonaro reported that our Maintenance Mechanic, Mike C., has finished construction of the StoryWalk frames and that the Director of the Alsip Park District has been notified.

PAR. 39

Director Cottonaro reported that she is looking at various ways to revitalize the brick program. She stated she is thinking of reaching out to local businesses and offering them options for bricks.

- PAR. 40 Director Cottonaro informed the board that the installation of the new phone system is scheduled for Wednesday, August 9, 2023.
- PAR. 41 Director Cottonaro reported that the library currently has 4 staff slated to work the Fall Flannel Fest. Besides working the petting zoo, library buttons, designed by the Library’s Marketing Associate, Ms. Mendoza, will be handed out.
- PAR. 42 Director Cottonaro reported that the library will be hosting a ‘Wrap-a-palooza to the usual Mrs. Claus visit this year. Staff will be wrapping up to 3 gifts per patron (gifts to be supplied by patrons).
- PAR. 43 Director Cottonaro did ask the staff their preference for a holiday party and 32 out of 34 responses indicated that they would prefer a bonus check or gift card.
- PAR. 44 The board asked Director Cottonaro to look into having lunch immediately after the staff in-service on December 1, 2023.  
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- PAR. 45 **UNFINISHED BUSINESS:** Director Cottonaro asked the board to ratify the approval of leaving the LIMRiCC Insurance Group.
- PAR. 46 Motion made by President McKendree, seconded by Trustee McLaughlin, to ratify the approval of leaving LIMRiCC for group health insurance coverage. Roll #6 was called. Voting was ‘Aye’ by Trustee Dujsik, Leyva, Opila, McLaughlin, Schneider, and President McKendree. No ‘Nays’. Motion carried 6 – 0.
- PAR. 47 Director Cottonaro presented for approval an application for tuition reimbursement for Youth Associate, Ms. DeLuna.
- PAR. 48 Motion made by President McKendree, seconded by Trustee Opila, to approve the tuition reimbursement for Youth Associate, Ms. DeLuna, as presented. Roll #7 was called. Voting was ‘Aye’ by Trustee Dujsik, Leyva, Opila, McLaughlin, Schneider, and President McKendree. No ‘Nays’. Motion carried 6 – 0.
- PAR. 49 **NEW BUSINESS:** None.
- PAR. 50 **PUBLIC DISCUSSION:** None.
- PAR. 51 Motion made by Trustee McLaughlin, seconded by Trustee Dujsik, to adjourn the meeting at 6:40 pm. Motion carried by voice vote 6 - 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

