

MINUTES
ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
October 8, 2019

- PAR. 1 The regular monthly meeting of the ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES was called to order at 3:00 pm by President McKendree. Roll was called. Present were Trustees Buergel, Dujsik, Engelbrecht, Schneider and President McKendree. Absent was Trustee McLaughlin, and Trustee Olson. 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. No public was in attendance.
- PAR. 2 The Pledge of Allegiance was recited.
- PAR. 3 **MINUTES:** The minutes of the September 10, 2019 regular board meeting were presented for disposition.
- PAR. 4 Motion made by Trustee Dujsik, seconded by Trustee Buergel, to accept the minutes of the September 10, 2019 regular board meeting, as presented. Motion carried by voice vote 5 – 0.
- PAR. 5 **ATTORNEY’S REPORT:** Director Cottonaro informed the board that the attorney would be attending the November 12, 2019 regular board meeting.
- PAR. 6 **OFFICERS’ REPORTS:**
- PAR. 7 **PRESIDENT REPORT:** President McKendree suggested it would be nice to have a sing-a-long version of White Christmas during the holiday season and asked if a special licensing fee would be required.
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- PAR. 8 Director Cottonaro replied that the library already pays a licensing fee and it would cover this program. She went on to say she would have the adult department look into it.
- PAR. 9 President McKendree also asked if some library programs could be promoted on *Meetup*, an online service used to organize groups to host in person events.
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- PAR. 10 Director Cottonaro again replied that she would look into it.
- PAR. 11 **VICE PRESIDENT:** No Report.
- PAR. 12 **SECRETARY:** Secretary Schneider read aloud a thank you letter from the Alsip Chamber of Commerce for the library’s sponsorship in the Hometown Heroes Banner program. It went on to say that the banners would be displayed in the Spring of 2020.
- PAR. 13 Ms. Regan reported to the board that the library’s annual staff holiday party has been set for December 13, 2019, details will follow.
- PAR. 14 Trustee McLaughlin arrived at 3:17 pm.
- PAR. 15 **TREASURER:** Trustee Dujsik presented the financial report dated September 2019 for approval and to be placed on file.
- PAR. 16 Motion made by Trustee Dujsik, seconded by Trustee Buergel, to approve and place on file the Treasurer’s report dated September 2019, as presented. Motion carried by voice

vote 6 – 0.

- PAR. 17 **FINANCE:** A list of invoices dated October 8, 2019 was presented for payment.
- PAR. 18 Motion made by Trustee Dujsik, seconded by Buergel, to approve the payment of the October 8, 2019 invoices in the amount of \$170,153.71, as presented. Roll #1 was called. Voting was ‘Aye’ by Trustee Buergel, Dujsik, Engelbrecht, McLaughlin, Schneider and President McKendree. No ‘Nays’. Motion carried 6 – 0.
- PAR. 19 Motion made by Trustee Dujsik, seconded by President McKendree, to approve transferring the funds from TCF CD’s to PMA Financial when the 2 CD’s mature in January 2020. Roll #2 was called. Voting was ‘Aye’ by Trustee Buergel, Dujsik, McLaughlin, Schneider, and President McKendree. ‘Nay’ by Trustee Engelbrecht. Motion carried 5 – 1.
- PAR. 20 **BUILDING & GROUNDS:** Director Cottonaro presented for approval a quote from Roy Erikson Outdoor Maintenance to clean and seal cracks in the parking lot.
- PAR. 21 Motion made by President McKendree, seconded by Trustee Schneider, to approve the quote from Roy Erikson Outdoor Maintenance to clean and seal cracks in the library’s parking lot in the amount of \$1,316., as presented. Roll #3 was called. Voting was ‘Aye’ by Trustee Buergel, Dujsik, Engelbrecht, McLaughlin, Schneider and President McKendree. No ‘Nays’. Motion carried 6 – 0.
- PAR. 22 Director Cottonaro presented for approval a quote from Roy Erikson Outdoor Maintenance to provide snow removal service from November 2019 through March 2020.
- PAR. 23 Motion made by Trustee Dujsik, seconded by Trustee Buergel, to approve the quote from Roy Erikson Outdoor Maintenance to provide snow removal services from November 2019 through March 2020, as presented. Roll #4 was called. Voting was ‘Aye’ by Trustee Buergel, Dujsik, Engelbrecht, McLaughlin, Schneider and President McKendree. No ‘Nays’. Motion carried 6 – 0
- PAR. 24 **POLICY** Director Cottonaro reported she has no recommended changes to Policies II. Collection Development, III. Issuance of Library Cards and IV. Circulation of Materials and stated that the policies will reflect a reviewed date of October 8, 2019.
- PAR. 25 **BY-LAWS:** Trustee McLaughlin reported that she is still reviewing the By-Laws.
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- PAR. 26 **PUBLIC RELATIONS:** President McKendree reported that the library has an impressive following of approximately 1800 people on twitter.
- PAR. 27 **PERSONNEL:** No Report.
- PAR. 28 **TRUSTEE EDUCATION:** Trustee Dujsik gave a final reminder of the ILA Trustee Day at the Tinley Park Convention Center on October 24, 2019.
- PAR. 29 Director Cottonaro stated that Trustee Dujsik, Engelbrecht and Schneider have been registered for the event. She went on to say that Trustee Engelbrecht is now unable to attend and asked if another trustee would like to take his place.
- PAR. 30 Trustee McLaughlin said she would like to attend and would use his registration.
- PAR. 31 **INSURANCE:** No Report.

- PAR. 32 **MARKETING REPORT:** Ms. Mendoza’s report was presented and attached to these minutes.
- PAR. 33 **LIBRARY DIRECTOR’S REPORT:** Director Cottonaro presented her report, most items have been discussed.
- PAR. 34 Director Cottonaro reported that the library’s first Friday Night Special program was a success.
- PAR. 35 Director Cottonaro reported that the first round of bricks, for the library’s Brick Campaign Project, will be ordered this winter for installation in the spring.
- PAR. 36 Director Cottonaro went on to remind the board of the library staff’s in-service day on October 18, 2019. She reported that there will be a time management and organization speaker in the morning and the afternoon will be for an active shooter training with Alsip Police Department with individual department meetings to follow.
- PAR. 37 Director Cottonaro reminded the board that they are going to need to review the salary
** schedule and that she would like to move forward with that at the regular November board meeting. She further stated she has been preparing some options for board review and will be prepared to present them for review and approval at the November 12, 2019 regular board meeting.
- PAR. 38 **UNFINISHED BUSINESS:** Director Cottonaro asked for approval to purchase Collection HQ for a one-time setup fee of \$1500. and an annual cost of \$9,750.
- PAR. 39 Motion made by President McKendree, seconded by Trustee Dujsik, to approve the purchase of Collection HQ for a one-time set fee of \$1500. and an annual cost of \$9,750., as presented. Roll #5 was called. Voting was ‘Aye’ by Trustee Buerger, Dujsik, Engelbrecht, McLaughlin, Schneider and President McKendree. No ‘Nays’. Motion carried 6 – 0
- PAR. 40 **NEW BUSINESS:** Director Cottonaro supplied the board with patron entries for the
** frog naming contest. A name will be selected at a future date.
- PAR. 41 Director Cottonaro asked for approval to cancel the regular board meeting on December 10, 2019.
- PAR. 42 No motion was made.
- PAR. 43 Director Cottonaro asked for approval to extend the library hours to 9:00 pm on Friday, March 6, 2020 and Friday, June 5, 2020 for Friday Night Special programs.
- PAR. 44 Motion made by President McKendree, seconded by Trustee Dujsik, to approve extending the library hours to 9:00 pm on Friday, March 6, 2020 and Friday, June 5, 2020 for Friday Night Special programs, as presented. Roll #6 was called. Voting was ‘Aye’ by Trustee Buerger, Dujsik, Engelbrecht, McLaughlin, Schneider and President McKendree. No ‘Nays’. Motion carried 6 – 0
- PAR. 45 Director Cottonaro informed the board of an issue that came up earlier today regarding
** the HVAC system and went on to say that the library’s HVAC has been shutting down in the last few days. After the library’s maintenance department met with the service team, it seems that a reversing valve is damaged and needs to be replaced ASAP. She hopes to have an estimate from Murphy & Miller, Inc. by the Building and Grounds Committee meeting on October 15, 2019.

- PAR. 46 **PUBLIC DISCUSSION:** President McKendree stated that the year 2020 marks the 100th anniversary of the passage of the 19th Amendment, guaranteeing women’s right to vote and suggested distributing bookmarks featuring famous women.
- PAR. 47 Director Cottonaro will have department managers look into it.
- PAR. 48 Motion made by Trustee Dujsik, seconded by Trustee Buergel, to adjourn the meeting at 4:13 pm. Motion carried by voice vote 6 - 0.

MARY JANE SCHNEIDER, SECRETARY

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APPROVED-AMENDED _____ DATE _____
** Denotes follow-up required