

MINUTES
ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
November 12, 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 President McKendree. Roll was called. Present were Trustees Buergel, Dujsik, McLaughlin, Olson, Schneider and President McKendree. Absent was Trustee Engelbrecht. 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 October 8, 2019 regular board meeting were presented for disposition.
- PAR. 4 Motion made by Trustee Olson, seconded by Trustee Schneider, to accept the minutes of the October 8, 2019 regular board meeting, as presented. Motion carried by voice vote 6 – 0.
- PAR. 5 Attorney Perlman arrived at 3:06 pm.
- PAR. 6 **ATTORNEY’S REPORT:** Attorney Perlman presented Ordinance No. 19-11-2, an Ordinance Providing for the Levying, Assessment and Collection of Taxes for Corporate and Other Purposes in the Alsip-Merrionette Park Public Library District for the Fiscal Year Beginning July 1, 2019 and Ending June 30, 2020.
- PAR. 7 A lively discussion ensued.
- PAR. 8 Motion made by Trustee Dujsik, seconded by Trustee Buergel, to approve Ordinance No. 19-11-2, an Ordinance Providing for the Levying, Assessment and Collection of Taxes for Corporate and Other Purposes in the Alsip-Merrionette Park Public Library District for the Fiscal Year Beginning July 1, 2019 and Ending June 30, 2020, as presented. Roll #1 was called. Voting was ‘Aye’ by Trustee Buergel, Dujsik, McLaughlin, Olson and Scheinder. ‘Nay’ by President McKendree. Motion carried 5-1.
- PAR. 9 **OFFICERS’ REPORTS:**
- PAR. 10 **PRESIDENT REPORT:** President McKendree commented on the congested parking lot during the Building and Grounds Committee meeting on October 15 and again encouraged staff not to book large programs on Tuesdays.
- PAR. 11 **VICE PRESIDENT:** No Report.
- PAR. 12 **SECRETARY:** Secretary Schneider read aloud an invitation to the library’s annual staff holiday party on December 13, 2019, trustees should RSVP to the Administrative Assistant, R. Avalos.
- PAR. 13 **TREASURER:** Trustee Dujsik presented the financial report dated October 2019 for approval and to be placed on file.

- PAR. 14 Motion made by Trustee Dujsik, seconded by Trustee Buergel, to approve and place on file the Treasurer's report dated October 2019, as presented. Motion carried by voice vote 6 – 0.
- PAR. 15 **FINANCE:** A list of invoices dated November 12, 2019 was presented for payment.
- PAR. 16 Motion made by Trustee Dujsik, seconded by Trustee McLaughlin, to approve the payment of the November 12, 2019 invoices in the amount of \$208,434.77, as presented. Roll #2 was called. Voting was 'Aye' by Trustee Buergel, Dujsik, McLaughlin, Olson, Schneider and President McKendree. No 'Nays'. Motion carried 6 – 0.
- PAR. 17 **BUILDING & GROUNDS:** Director Cottonaro presented for approval the minutes of the October 15, 2019 Building and Grounds Committee meeting.
- PAR. 18 Motion made by Trustee Olson, seconded by Trustee Schneider, to approve the minutes of the October 15, 2019 Building and Grounds Committee meeting, as presented. Motion carried by voice vote 6 – 0.
- PAR. 19 Director Cottonaro presented for approval a quote from Quinn & Sons Landscaping for a library planting project.
- PAR. 20 Motion made by Trustee Olson, seconded by Trustee Buergel, to approve the quote from Quinn & Sons Landscaping for the library planting project with an amount not to exceed \$8000, as presented. Roll #3 was called. Voting was 'Aye' by Trustee Buergel, McLaughlin, Olson, Schneider and President McKendree. 'Nay' by Trustee Dujsik. Motion carried 5 - 1.
- PAR. 21 A proposal from Murphy & Miller regarding a multistack module 1 reversing valve replacement was presented for approval.
- PAR. 22 Motion made by Trustee Olson, seconded by President McKendree, to ratify the approval of the proposal from Murphy & Miller regarding a multistack module 1 reversing valve replacement in the amount of \$21,669, as presented. Roll #4 was called. Voting was 'Aye' by Trustees Buergel, Dujsik, McLaughlin, Olson, Schneider and President McKendree. No 'Nays'. Motion carried 6 – 0
- PAR. 23 Trustee Dujsik again asked Director Cottonaro if there was an update regarding any protective devices to prevent the elevator from going down during these power surges.
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- PAR. 24 **POLICY** Director Cottonaro presented for approval recommended revisions to Maintenance Mechanic 1 job description.
- PAR. 25 Motion made by Trustee Dujsik, seconded by Trustee Olson, to approve the revisions to Maintenance Mechanic 1 job description which includes changing the position from part-time to full-time, as presented. Roll #5 was called. Voting was 'Aye' by Trustee Buergel, Dujsik, McLaughlin, Olson, Schneider and President McKendree. No 'Nays'. Motion carried 6 – 0.
- PAR. 26 **BY-LAWS:** President McKendree asked Director Cottonaro to correct the name listed on the board agenda for the By-Laws Committee Chair to Trustee McLaughlin.
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- PAR. 27 **PUBLIC RELATIONS:** No Report.

- PAR. 28 **PERSONNEL:** No Report.
- PAR. 29 **TRUSTEE EDUCATION:** Trustee Dujsik presented his report on attending the ILA Trustee Day at the Tinley Park Convention Center on October 24, 2019.
- PAR. 30 Trustee McLaughlin also attended the ILA Trustee Day and said she went to a great makerspace workshop.
- PAR. 31 Trustees Schneider stated that she attended the ILA Trustee Day and enjoyed it very much. She went on to say that she is interested in attending the ILA South Suburban Library Legislative Breakfast event located in Springfield, IL and encouraged other trustees to attend also.
- PAR. 32 **INSURANCE:** No Report.
- PAR. 33 **MANAGERS REPORT:** All department manager's reports were presented and attached to these minutes.
- PAR. 34 **LIBRARY DIRECTOR'S REPORT:**
- PAR. 35 Director Cottonaro reported on attending the Illinois Library Association conference and said she was there as both a representative of our library, as well as ATLAS (Area Training for Librarians and Staff).
- PAR. 36 Director Cottonaro went on to say she met with JMA Architects to review the plans and was thrilled. She made copies of the plans for each trustee for review.
- PAR. 37 The board requested Director Cottonaro to arrange a date and time with JMA Architects
** to meet with the Building and Grounds Committee and review and discuss the plans provided.
- PAR. 38 Director will contact the board with a date and time for the next Building and Grounds Committee meeting.
- PAR. 39 Director Cottonaro reported that during this holiday season, patrons will have the option to pay the fines (partially or in full) of a child in the district with over \$25 in fines. In doing so, an ornament with the donor's name will be placed on the large library wreath located in the lobby.
- PAR. 40 Director Cottonaro also reported that the library would not be a punch station for this year's Holidays on Pulaski event, hosted by the Alsip Chamber of Commerce. She stated the library would provide our annual Mrs. Claus, a violinist and a craft for the children.
- PAR. 41 The Director said that the sale of bricks for the Brick Campaign is still underway and that there is still time for trustees to purchase a brick.
- PAR. 42 President McKendree said there are certain individuals that should be remembered with a commemorative brick and will email a list of names to the Director.
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- PAR. 43 **UNFINISHED BUSINESS:** Director Cottonaro asked the board if they chose a name provided by patrons for the bronze library frog near the front entrance.
- PAR. 44 No name was selected at this time.

- PAR. 45 Trustee McLaughlin suggested letting patrons vote on the top popular names.
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- PAR. 46 Director Cottonaro presented for approval requests from herself, C. Blietz, Adult Librarian and A. Baillie, Youth Librarian, to attend the PLA (Public Library Association) Conference in Nashville, TN.
- PAR. 47 Motion made by President McKendree, seconded by Trustees Olson and Schneider, to approve the request for Director Cottonaro, Librarian Blietz and Librarian Baillie to attend the PLA Conference in Nashville, TN., with an amount not to exceed \$6000, as presented. Roll #6 was called. Voting was ‘Aye’ by Trustee Buergel, Dujsik, McLaughlin, Olson, Schneider and President McKendree.
No ‘Nays’. Motion carried 6 – 0.
- PAR. 48 President McKendree discussed having a policy to perform background checks on
** employment applicants.
- PAR. 49 **NEW BUSINESS:** Director Cottonaro presented for approval a lease from Chicago Office Technology Group for updated copiers and an increase in allowable printed copies.
- PAR. 50 Motion made by President McKendree, seconded by Trustee Dujsik, to approve the 5-year lease with Chicago Office Technology Group which includes updated Xerox copiers and an increase in allowed printed copies, as presented. Roll #7 was called. Voting was ‘Aye’ by Trustee Buergel, Dujsik, McLaughlin, Olson, Schneider and President McKendree. No ‘Nays’. Motion carried 6 – 0.
- PAR. 51 **PUBLIC DISCUSSION:**
- PAR. 52 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

ALSIP-MERRIONETTE PARK
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APPROVED-AMENDED _____ DATE _____
** Denotes follow-up required