

MINUTES
ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
December 10, 2019

- PAR. 1 The regular monthly meeting of the ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES was called to order at 3:10 pm by President McKendree. Roll was called. Present were Trustees Buergel, Engelbrecht, McLaughlin, Olson, Schneider and President McKendree. Absent was Trustee Dujsik. 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 November 12, 2019 regular board meeting were presented for disposition.
- PAR. 4 Motion made by Trustee Olson, seconded by Trustee Buergel, to accept the minutes of the November 12, 2019 regular board meeting, as presented. Motion carried by voice vote 6 – 0.
- PAR. 5 **ATTORNEY’S REPORT:** Director Cottonaro presented a memorandum from the attorney regarding Public Act 101-221. She said there are legal changes to these Acts that go into effect January 1, 2020.
- PAR. 6 Director Cottonaro asked the board to review all changes and be prepared to vote on them
** at the January board meeting.
- PAR. 7 **OFFICERS’ REPORTS:**
- PAR. 8 **PRESIDENT REPORT:** No Report.
- PAR. 9 **VICE PRESIDENT:** No Report.
- PAR. 10 **SECRETARY:** No Report.
- PAR. 11 **TREASURER:** Business Manager Ms. Regan presented the financial report dated November 2019 for approval and to be placed on file.
- PAR. 12 Motion made by Trustee Engelbrecht, seconded by Trustee Buergel, to approve and place on file the Treasurer’s report dated November 2019, as presented. Motion carried by voice vote 6 – 0.
- PAR. 13 Director Cottonaro reported that she and Trustee Dujsik had met with Ms. Soesbe of PMA Financials to finalize the laddering of funds, as requested and approved by the board. She went on to say that the PMA statements will reflect this going forward.
- PAR. 14 **FINANCE:** A list of invoices dated December 10, 2019 was presented for payment.
- PAR. 15 Motion made by Trustee Engelbrecht, seconded by Trustee Buergel, to approve the payment of the December 10, 2019 invoices in the amount of \$152,441.23, as presented. Roll #1 was called. Voting was ‘Aye’ by Trustee Buergel, Engelbrecht, McLaughlin, Olson, Schneider and President McKendree. No ‘Nays’. Motion carried 6 – 0.

- PAR. 16 Trustee Engelbrecht asked Ms. Mendoza to provide the number of Alsip-Merrionette
** Park newsletters that are delivered each quarter and the postage per newsletter.
- PAR. 17 **BUILDING & GROUNDS:** Trustee Olson reported that the landscaping project has been started and that the exterior of the library is looking great.
- PAR. 18 Trustee Olson called for a Building and Grounds Committee meeting on January 7, 2020 at 2:00 pm in the Mary E. McKendree board room to discuss the drawings presented from JMA Architects for renovations at the library. Ms. Regan will send reminders to all trustees.
- PAR. 19 **POLICY** Director Cottonaro stated that Trustee Dujsik had requested an updated Chapter 10 for his policy manual, so she included copies for all trustees in their packets.
- PAR. 20 **BY-LAWS:** Trustee McLaughlin reported that her review of the current by-laws is going well.
- PAR. 21 **PUBLIC RELATIONS:** No Report.
- PAR. 22 **PERSONNEL:** No Report.
- PAR. 23 **TRUSTEE EDUCATION:** No Report.
- PAR. 24 **INSURANCE:** No Report.
- PAR. 25 **MANAGERS REPORT:** Department Manager reports were presented and are attached to these minutes.
- PAR. 26 Discussion ensued regarding patron overdue fines.
- PAR. 27 A Policy Committee meeting was set for January 21, 2020 at 2;00 pm. Ms. Regan will send reminders to all trustees.
- PAR. 28 **LIBRARY DIRECTOR'S REPORT:** Director Cottonaro presented her report, most items had been discussed.
- PAR. 29 Director Cottonaro read aloud and reviewed Chapter 3 of *Serving Our Public 3.0* and Chapters 11-14 of the *Trustee Facts File, 3rd Edition*, which is a requirement of this year's Per Capita Grant. Trustees received copies of these chapters in their board packets.
- PAR. 30 Director Cottonaro said the Holidays on Pulaski event went well and that the library provided our annual Mrs. Claus, a violinist and a craft for the children.
- PAR. 31 **UNFINISHED BUSINESS:** None.
- PAR. 32 **NEW BUSINESS:** Review of Chapter 3 of *Serving Our Public 3.0* and Chapters 11-14 of the *Trustee Facts File, 3rd Edition* were previously reviewed and discussed.
- PAR. 33 Motion made by Trustee Engelbrecht, seconded by Trustee McLaughlin, to move to executive session at 4:31 pm, in compliance with the Illinois Open Meetings Act, 5 ILCS 120/2 to discuss personnel. Motion carried by voice vote. Present were Trustee Buerger, Engelbrecht, McLaughlin, Olson, Schneider and President McKendree.

PAR. 34 President McKendree called the regular meeting back to order at 5:00 pm. Present were Trustee Buerger, Engelbrecht, McLaughlin, Olson, Schneider and President McKendree. A quorum was present.

PAR. 35 **PUBLIC DISCUSSION:**

PAR. 36 Motion made by Trustee Buerger, seconded by President McKendree, to adjourn the meeting at 5:05 pm. Motion carried by voice vote 6 - 0.

MARY JANE SCHNEIDER, SECRETARY

ALSIP-MERRIONETTE PARK
PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES

APPROVED-AMENDED _____ DATE _____

** Denotes follow-up required