

ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR BOARD MINUTE
December 13, 2022

- 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 Engelbrecht, Schneider and President McKendree. Absent was Trustee Buergel and McLaughlin. A quorum was present. Director Cottonaro; Ms. Regan, Business Manager; Ms. Malysa, Youth Services Manager; and Ms. Leyva, Patron Services Manager were also in attendance. No public was in attendance.
- PAR. 2 The Pledge of Allegiance was recited.
- PAR. 3 **MINUTES:** Motion made by Trustee Schneider, seconded by Trustee Engelbrecht, to accept and place on file the minutes of the November 8, 2022, regular board meeting, as corrected. Motion carried by voice vote 3 – 0.
- PAR. 4 **ATTORNEY’S REPORT:** No Report.
- PAR. 5 **OFFICERS’ REPORTS:**
- PAR. 6 **PRESIDENT REPORT:** No Report.
- PAR. 7 **VICE PRESIDENT:** No Report.
- PAR. 8 **SECRETARY:** Secretary Schneider read aloud a thank you letter from the Worth Township for the collection of donations for the holiday season.
- PAR. 9 **TREASURER:** The library’s annual audit was presented for approval.
- PAR. 10 Motion made by President McKendree, seconded by Trustee Engelbrecht, to accept and place on file the library’s annual audit, as presented. Motion carried by voice vote 3 – 0.
- PAR. 11 The financial report for November 2022 was presented for approval and to be placed on file.
- PAR. 12 Motion made by President McKendree, seconded by Trustee Engelbrecht, to place on file the financial report for November 2022, as presented. Motion carried by voice vote 3 – 0.
- PAR. 13 **FINANCE:** A list of invoices dated December 13, 2022, was presented for payment.
- PAR. 14 Motion made by Trustee Engelbrecht, seconded by Trustee Schneider, to approve the payment of the December 13, 2022, invoices in the amount of \$276,381.65, as presented. Roll #1 was called. Voting was ‘Aye’ by Trustee Engelbrecht, Schneider and President McKendree. No ‘Nays’. Motion carried 3 – 0.
- PAR. 15 **BUILDING & GROUNDS:** The board asked Director Cottonaro to reschedule a meeting with Product Architecture & Design and Engberg Anderson regarding the library’s capital needs assessment project.
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- PAR. 16 **POLICY:** No Report.

- PAR. 17 **BY-LAWS:** No Report.
- PAR. 18 **PUBLIC RELATIONS:** President McKendree would like to see more of the library staff and patron's pictures posted in the library's social media accounts as well as in the library's newsletter.
- PAR. 19 **PERSONNEL:** No Report.
- PAR. 20 **TRUSTEE EDUCATION:** No Report.
- PAR. 21 **INSURANCE:** No Report.
- PAR. 22 **MANAGERS REPORTS:** Manager's reports were presented and placed on file.
- PAR. 23 **LIBRARY DIRECTOR'S REPORT:** Director's report was placed on file. Most items were discussed.
- PAR. 24 Director Cottonaro announced that along with the newly appointed Adult Services Manager, Librarian Sussan Navabi, Librarian Katie Egan was promoted to Assistant Adult Services Manager. The board congratulated Ms. Egan on her promotion.
- PAR. 25 Director Cottonaro sadly reported that Maintenance Mechanic, Ken Jankowski, gave notice of his retirement date of February 1, 2023. She went on to report that the job opening has been posted.
- PAR. 26 Director Cottonaro reported that the patron elevator has been malfunctioning recently and we are currently waiting for a replacement part.
- PAR. 27 **UNFINISHED BUSINESS:** A discussion ensued regarding changing the time of the regular monthly board meeting.
- PAR. 28 Motion made by Trustee Schneider, seconded by Trustee Engelbrecht, to keep the monthly board meeting time at 3:00 pm. Motion carried by voice vote 3 – 0.
- PAR. 29 A lively discussion ensued regarding the library's 50th anniversary celebration in 2023. No
** motions were made.
- PAR. 30 **NEW BUSINESS:** None.
- PAR. 31 **PUBLIC DISCUSSION:** None.
- PAR. 32 Motion made by Trustee Engelbrecht, seconded by Trustee Schneider, to adjourn the meeting at 4:00 pm. Motion carried by voice vote 3 - 0.

MARY JANE SCHNEIDER, SECRETARY

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 PUBLIC LIBRARY DISTRICT
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APPROVED-AMENDED _____ DATE _____

** Denotes follow-up required