

ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR BOARD MINUTES
December 14, 2021

- PAR. 1 The regular monthly meeting of the ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES was called to order at 3:03 pm by Vice President McLaughlin. Roll was called. Present were Trustees Buergel, Dujsik, Engelbrecht, Schneider and Vice-President McLaughlin. Absent was Trustee McKendree. A quorum was present. Director Cottonaro, Business Manager Ms. Regan; Ms. Pajor, Adult Services Manager; Ms. Malysa, Youth Services Manager; and Ms. Leyva, Patron Services Manager were also in attendance.
- PAR. 2 Due to the absence of President McKendree, Vice-President McLaughlin served as the presiding officer.
- PAR. 3 The Pledge of Allegiance was recited.
- PAR. 4 **MINUTES:** Motion made by Trustee Dujsik, seconded by Trustee Buergel, to accept and place on file the minutes of the November 9, 2021 regular board meeting, as corrected. Motion carried by voice vote 5 – 0.
- PAR. 5 Trustee Dujsik would like the item of appointing a new trustee placed on the January 11, 2022 agenda, under unfinished business.
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- PAR. 6 Trustee Dujsik also asked for the minutes from the two candidate interviews held on October 26, 2021.
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- PAR. 7 Motion made by Trustee Dujsik, seconded by Trustee Buergel, to release, and place on file the executive minutes from fiscal year 2020-2021, as presented. Motion carried by voice vote 5 – 0.
- PAR. 8 **ATTORNEY’S REPORT:** No Report.
- PAR. 9 **OFFICERS’ REPORTS:**
- PAR. 10 **PRESIDENT REPORT:** No Report.
- PAR. 11 **VICE PRESIDENT:** No Report.
- PAR. 12 **SECRETARY:** Secretary Schneider said the library received a thank note from The Worth Township Youth Commission for the library’s donation to their Christmas Care toy drive.
- PAR. 13 **TREASURER:** The financial report dated November 2021 was presented to place on file.
- PAR. 14 Trustee Dujsik asked Director Cottonaro to reach out to Republic Bank to set a meeting to discuss any changes.
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- PAR. 15 Motion made by Trustee Dujsik, seconded by Trustee Buergel, to place on file the Treasurer’s report dated November 2021, as presented. Roll #1 was called. Voting was ‘Aye’ by Trustee Buergel, Dujsik, Engelbrecht, Schneider and Vice-President McLaughlin. Motion carried 5 – 0.
- PAR. 16 **FINANCE:** A list of invoices dated December 14, 2021 was presented for payment.

- PAR. 17 Motion made by Trustee Dujsik, seconded by Trustee Buergel, to approve the payment of the December 14, 2021 invoices in the amount of \$184,063.92, as presented. Roll #2 was called. Voting was 'Aye' by Trustee Buergel, Dujsik, Engelbrecht, Schneider, and Vice-President McLaughlin. No 'Nays'. Motion carried 5 – 0.
- PAR. 18 Trustee McKendree arrived at 3:17 pm.
- PAR. 19 Vice-President McLaughlin relinquished the chair and President McKendree began serving as presiding officer.
- PAR. 20 **BUILDING & GROUNDS:** Director Cottonaro reported that Roy Erikson has picked up the loaned cement stanchions the library was using for curbside pick-up.
- PAR. 21 She went on to report the snow removal rider to clear the library sidewalks and dumpster area has been accepted.
- PAR. 22 Director Cottonaro reported that Call One has joined Peerless Network, Inc. and will be converting the library's emergency phone lines from analog to digital. This will be completed at no cost to the library.
- PAR. 23 Director Cottonaro reported that the carpeting is continuing to be an issue with the edges of the
** carpet tiles visibly popping up throughout the building and she thinks it is time to consider a request for proposals to replace the carpeting in the building next year.
- PAR. 24 **POLICY:** No Report.
- PAR. 25 **BY-LAWS:** No Report.
- PAR. 26 **PUBLIC RELATIONS:** President McKendree commended youth staff, Ms. Malysa, Ms. Fulford and Ms. DeLuna for representing the library at the Alsip Park District's *Christmas Palooza* event. She went on to say it was an awesome event.
- PAR. 27 President McKendree also commended Adult Service Manager; Ms. Pajor and Youth Service Manager; Ms. Malysa, on their selection of new hires.
- PAR. 28 **PERSONNEL:** No Report.
- PAR. 29 **TRUSTEE EDUCATION:** Trustee Dujsik reminded other trustees that a recording of the Library Advocacy is still available on the Illinois Library Association's website.
- PAR. 30 Director Cottonaro stated she would send all trustees reminders of upcoming trustee webinars.
- PAR. 31 Director Cottonaro also reminded the board that the South Suburban & Chicago Library Legislative Zoom Meet-up is set for February 4, 2022 at 10:00am. She stated you must register for this event and suggested all interested trustees contact her for registration.
- PAR. 32 **INSURANCE:** No Report.
- PAR. 33 **MANAGERS REPORTS:** Department Manager reports were placed on file.
- PAR. 34 Ms. Pajor reported that the Friday Night Event was a success. Trustee Buergel and Trustee Engelbrecht attended.

- PAR. 35 Ms. Pajor will send the link to all trustees regarding the 2020 Census.
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- PAR. 36 **LIBRARY DIRECTOR'S REPORT:** Director's report was placed on file. Most items were discussed earlier in the meeting.
- PAR. 37 Director Cottonaro reported two staffers tested positive for COVID since the start of December.
** She attached a copy of the email she has shared with staff regarding current protocols and went on to say that she thinks it's important to review the library's COVID protocols moving forward.
- PAR. 38 President McKendree asked Director Cottonaro to look into a memorial bench to honor the late
** Trustee Olson.
- PAR. 39 Director Cottonaro asked to revisit the library's Strategic Plan.
- PAR. 40 It was the consensus of the board to revisit the Strategic Plan in the spring of 2022.
- PAR. 41 Director Cottonaro asked the board to formally consider removing fines from all books, books on CD, periodicals, DVD's and CD's. She would like this to cover Alsip-Merrionette Park Library patrons and items. She went on to say those items that would still be fine bearing would include science kits, WiFi hotspots and Lot (Library of Things) items.
- PAR. 42 Director Cottonaro stated that we have been following this fine procedure throughout the pandemic.
- PAR. 43 It was the consensus of the board to keep this fine procedure through 2022.
- PAR. 44 **UNFINISHED BUSINESS:** Trustee Dujsik asked if the board could meet immediately after the
** next regular board meeting on January 11, 2022 to discuss and vote for a candidate to fill the open trustee seat.
- PAR. 45 President McKendree announced that she would not be voting for either candidate vying for the open trustee seat.
- PAR. 46 It was the consensus of the board to meet directly after the January 11, 2022 regular board meeting to discuss and vote for a new trustee.
- PAR. 47 President McKendree again stated that she would provide minutes from the October 26, 2021
** trustee candidate interviews.
- PAR. 48 **NEW BUSINESS:** Director Cottonaro asked for approval for earned time payout for staff for 2021 with a two-week cap.
- PAR. 49 Motion made by President McKendree, seconded by Trustee Buerger, to approve earned time payout for staff for 2021 with a two week cap, as presented. Roll #3 was called. Voting was 'Aye' by Trustee Buerger, Dujsik, Engelbrecht, McLaughlin, Schneider, and President McKendree. No 'Nays'. Motion carried 6 – 0.
- PAR. 50 Director Cottonaro asked for approval of the 2022 holiday closings.

- PAR. 51 Motion made by President McKendree, seconded by Trustee Buergel, to approve the 2022 holiday closings and to close all day Sunday, July 3, 2022 as a non-paid day off, 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. 52 It was the consensus of the board to keep the library open on Sunday’s throughout the summer of 2022.
- PAR. 53 It was the consensus of the board to gift all staff a \$50 gift card as an appreciation for all their hard work.
- PAR. 54 **PUBLIC DISCUSSION:** None.
- PAR. 55 Motion made by President McKendree, seconded by Trustee McLaughlin, to move to executive session at 4:07 pm, in compliance with the Illinois Open Meetings Act, 5 ILCS 120/2 to discuss personnel. Motion carried by voice vote. Present were Trustee Buergel, Dujsik, Engelbrecht, McLaughlin, Schneider and President McKendree.
- PAR. 56 President McKendree called the regular meeting back to order at 4:17 pm. Present were Trustee Buergel, Dujsik, Engelbrecht, McLaughlin, Schneider and President McKendree. A quorum was present.
- PAR. 57 Motion made by President McKendree, seconded by Trustee Dujsik, to approve additional compensation for the library’s Business Manager for serving as Director pro-tem during Director Cottonaro’s leave of absence in 2021, as presented. Roll #5 was called. Voting was ‘Aye’ by Trustee Buergel, Dujsik, Engelbrecht, McLaughlin, Schneider, and President McKendree. No ‘Nays’. Motion carried 6 – 0.
- PAR. 58 Motion made by Trustee Dujsik, seconded by Trustee McLaughlin, to adjourn the meeting at 4:18 pm. Motion carried by voice vote 6 - 0.

MARY JANE SCHNEIDER, SECRETARY

 ALSIP-MERRIONETTE PARK
 PUBLIC LIBRARY DISTRICT
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APPROVED-AMENDED _____ DATE _____

** Denotes follow-up required