

ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT

BOARD OF TRUSTEES

REGULAR BOARD MINUTES

December 8, 2020

- PAR. 1 The regular monthly meeting of the ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES was called to order at 3:07 pm by President McKendree. Roll was called. Present were Trustees Dujsik, Engelbrecht, McLaughlin, Olson, Schneider and President McKendree. Absent was Trustee Buergel. A quorum was present. Director Cottonaro; Ms. Regan, Business Manager; Ms. Malysa, Youth Services Manager; and Ms. Leyva, Patron Services Manager. Several public staff also attended.
- PAR. 2 Per Governor Pritzker's order to suspend provisions of the Illinois Open Meetings Act mandating in-person attendance and limiting remote attendance by elected officials, it does not mandate any specific behavior, however, he does encourages public bodies to postpone or provide the public with video, audio or telephone access for those meetings that can't be delayed.
- PAR. 3 The Alsip-Merrionette Park Public Library District provided to the public a Zoom meeting ID 853 3459 7452; a web link, <https://us02web.zoom.us/j/85334597452?pwd;> as well as a Zoom meeting phone number, 1-312-626-6799 on the library's website.
- PAR. 4 The Pledge of Allegiance was recited.
- PAR. 5 **MINUTES:** Motion made by Trustee Dujsik, seconded by Trustee McLaughlin, to accept and place on file the minutes of the November 10, 2020 regular board meeting, as presented. Motion carried by voice vote 6 – 0.
- PAR. 6 **ATTORNEY'S REPORT:** No Report.
- PAR. 7 **OFFICERS' REPORTS:**
- PAR. 8 **PRESIDENT REPORT:** President McKendree wanted to thank the trustees and library staff for their condolences on the passing of her husband.
- PAR. Trustee Buergel arrived at 3:10 pm.
- PAR. 9 **VICE PRESIDENT:** No Report
- PAR. 10 **SECRETARY:** No Report.
- PAR. 11 **TREASURER:** Trustee Dujsik presented the financial report dated November 2020 to place on file.
- PAR. 12 Typos were corrected and a revised report was given to Trustee Dujsik prior to the meeting. Trustee Dujsik reported the corrections to the other trustees.
- PAR. 13 Motion made by President McKendree, seconded by Trustee Olson, to place on file the Treasurer's report dated November 2020, as presented. Motion carried by voice vote 7 – 0.
- PAR. 14 **FINANCE:** A list of invoices dated December 8, 2020 was presented for payment.

- PAR. 15 Motion made by President McKendree, seconded by Trustee Olson, to approve the payment of the December 8, 2020 invoices in the amount of \$122,742.17, as presented. Roll #1 was called. Voting was ‘Aye’ by Trustee Buergel, Dujsik, Engelbrecht, McLaughlin, Olson, Schneider, and President McKendree. No ‘Nays’. Motion carried 7 – 0.
- PAR. 16 **BUILDING & GROUNDS:** The Board of Trustees would like to commend maintenance mechanic, Mike Cyganiewicz on the beautiful holiday wooden cutouts located in exterior book drop lane of the library.
- PAR. 17 **POLICY:** Director Cottonaro reported that the minimum wage would increase to \$11.00 on January 1, 2021.
- PAR. 18 President McKendree suggested the board continue to review and revise the current policy manual as needed. She asked Trustee Schneider to review remaining policies and report all suggestions to the board.
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- PAR. 19 **BY-LAWS:** No Report.
- PAR. 20 **PUBLIC RELATIONS:** President McKendree asked Director Cottonaro to look into installing a little free library at the Laramie Park.
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- PAR. 21 **PERSONNEL:** Director Cottonaro suggested that the current salary schedule be reviewed and updated.
- PAR. 22 Trustee Engelbrecht set a Personnel Committee meeting for March 16, 2021 to review the current salary schedule.
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- PAR. 23 Director Cottonaro also reminded the board that from the time the library closed due to COVID-19, several staff have left our employment and their positions will need to be filled once the library is fully open again.
- PAR. 24 **TRUSTEE EDUCATION:** Director Cottonaro reported that ATLAS (Area Training for Librarians and Staff) will be offering a Trustee Day workshop in May 2021.
- PAR. 25 **INSURANCE:** No Report.
- PAR. 26 **MANAGERS REPORTS:** Department Manager reports were presented and placed on file.
- PAR. 27 **LIBRARY DIRECTOR’S REPORT:** Director Cottonaro presented her report and it was placed on file.
- PAR. 28 Director Cottonaro reported that staff attended the ATLAS (Area Training for Librarians and Staff) multi-library staff day on December 4, 2020.
- PAR. 29 Director Cottonaro reminded trustees that the filing period for Library Trustee candidates starts December 14, 2020 and ends December 21, 2020. Candidate filings will be received Monday through Friday between 9:00 am – 5:00 pm.
- PAR. 30 **UNFINISHED BUSINESS:** None.
- PAR. 31 **NEW BUSINESS:** None.
- PAR. 32 **PUBLIC DISCUSSION:** None.
- PAR. 33 Motion made by Trustee Olson, seconded by Trustee Buergel, to move to executive session at 3:45 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, Olson, Schneider and President McKendree.

PAR. 34 President McKendree called the regular meeting back to order at 3:55 pm. Present were Trustee Buerger, Dujsik, Engelbrecht, McLaughlin, Olson, Schneider and President McKendree. A quorum was present.

PAR. 35 Having no further business come before the Board, the motion to adjourn was made at 3:56 pm by Trustee Dujsik, seconded by Trustee Buerger. Motion carried by voice vote 7 - 0.

MARY JANE SCHNEIDER, SECRETARY

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APPROVED-AMENDED _____ DATE _____

** Denotes follow-up required