

ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR BOARD MINUTE
February 14, 2023

- PAR. 1 The regular monthly meeting of the ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES was called to order at 3:01 pm by President McKendree. Roll was called. Present were Trustees Buergel, Engelbrecht, McLaughlin, Schneider and President McKendree. A quorum was present. Ms. Regan, Business Manager; Ms. Malysa, Youth Services Manager; Ms. Navabi, Adult Services Manager and Ms. Bronkala, Assistant Patron Services Manager; and New Adult Librarian, Seoung Kim were also in attendance. Ms. Natalie Opila, public was in attendance.
- PAR. 2 The Pledge of Allegiance was recited.
- PAR. 3 **MINUTES:** Motion made by Trustee Engelbrecht, seconded by Trustee Buergel, to accept and place on file the minutes of the January 10, 2023, regular board meeting, as presented. Motion carried by voice vote 5 – 0.
- PAR. 5 **ATTORNEY’S REPORT:** No Report.
- PAR. 6 **OFFICERS’ REPORTS:**
- PAR. 7 **PRESIDENT REPORT:** No Report.
- PAR. 8 **VICE PRESIDENT:** No Report.
- PAR. 9 **SECRETARY:** Secretary Schneider read aloud a thank you letter from Worth Township for collecting donations for the Worth Township Food Pantry. They went on to say they appreciate all the hard work everyone put in to make the food drive a success. They asked to extend their gratitude to all staff and library patrons.
- PAR. 10 **TREASURER:** The financial report for January 2023 was presented for approval and to be placed on file.
- PAR. 11 Motion made by Trustee Schneider, seconded by Trustee Buergel, to place on file the financial report for January 2023, as presented. Motion carried by voice vote 5 – 0.
- PAR. 12 **FINANCE:** A list of invoices dated February 14, 2023, was presented for payment.
- PAR. 13 Motion made by Trustee Engelbrecht, seconded by President McKendree, to approve the payment of the January 10, 2023, invoices in the amount of \$163,317.33, as presented. Roll #1 was called. Voting was ‘Aye’ by Trustee Buergel, Engelbrecht, Schneider and President McKendree. No ‘Nays’. Motion carried 4 – 0.
- PAR. 14 **BUILDING & GROUNDS:** No Report.
- PAR. 15 **POLICY:** A Policy meeting was set for January 24, 2023, at 1:00pm, reminders will be mailed.

- PAR. 16 **BY-LAWS:** The by-laws shall be reviewed along with the policy manual on January 24, 2023.
- PAR. 17 **PUBLIC RELATIONS:** Trustee Buergel commended the Adult Services Department for the wonderful Friday Night Special program.
- PAR. 18 **PERSONNEL:** Discussion of the Director's evaluation is tabled until the regular February 14, 2023 board meeting.
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- PAR. 19 **TRUSTEE EDUCATION:** Director Cottonaro provided all trustees with guides from RAILS (Reaching Across Illinois Library System) for review.
- PAR. 20 **INSURANCE:** No Report.
- PAR. 21 **MANAGERS REPORTS:** Manager's reports were presented and placed on file.
- PAR. 22 **LIBRARY DIRECTOR'S REPORT:** Director's report was placed on file. Most items were discussed.
- PAR. 23 Director Cottonaro reported that she is still waiting for applications for the vacant maintenance mechanic position. She will keep the board updated.
- PAR. 24 A new full-time Adult Librarian, Seoung Kim; will start on January 16, 2023.
- PAR. 25 Director Cottonaro reported that the unofficial ballots have been submitted to the Cook County Clerk, as has the approval of the Street Index for voters.
- PAR. 26 Director Cottonaro also reported that she has completed a draft of an active shooter response plan for the library and has submitted it to the Alsip Police Department for review. She went on to say that once she receives it back, she will then submit it to the board for approval so it may then be added to the library's policy manual.
- PAR. 27 Director Cottonaro announced that the library will be hosting a Friday Night Special on May 5, 2023, to celebrate the anniversary of the referendum making the library permanent. She stated that all departments will be involved with the event.
- PAR. 28 **PERSONNEL:** The trustees would like a demonstration of the virtual reality device, Oculus, from the adult service department at the regular February 14, 2023, board meeting.
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- PAR. 29 **UNFINISHED BUSINESS:** The Strategic Plan for 2023-2026 was presented for approval. No motion was made.
- PAR. 30 Motion made by Trustee Engelbrecht, seconded by Trustee Buergel, to accept the proposal from Engberg Anderson Architects for a Capital Reserves Study in the amount of \$12,500, as presented. Roll #2 was called. Voting was 'Aye' by Trustee Buergel, Engelbrecht and Schneider. 'Nay' by President McKendree. Motion carried 3 – 1.
- PAR. 31 **NEW BUSINESS:** None.

PAR. 32 **PUBLIC DISCUSSION:** None.

PAR. 33 Motion made by Trustee Engelbrecht, seconded by Trustee Buerger, to adjourn the meeting at 4:23 pm. Motion carried by voice vote 4 - 0.

MARY JANE SCHNEIDER, SECRETARY

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APPROVED-AMENDED_____ DATE_____

** Denotes follow-up required