

MINUTES  
ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
February 12, 2019

- PAR. 1 The regular monthly meeting of the ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES was called to order at 1:30 pm by President McKendree. Roll was called. Present were Trustees Dujsik, Engelbrecht, McLaughlin, Olson, Schneider and President McKendree. Absent was Trustee Buerge. A quorum was present. Ms. Cottonaro, Director; Ms. Regan, Business Manager; Ms. Malysa, Youth Services Manager; Ms. Leyva, Patron Services Manager; were in attendance. No public was in attendance.
- PAR. 2 The Pledge of Allegiance was recited.
- PAR. 3 **MINUTES:** The minutes of the January 8, 2019 regular board meeting were presented for disposition.
- PAR. 4 Motion made by Trustee Olson, seconded by Trustee Dujsik, to accept and place on file the minutes of the January 8, 2019 regular board meeting, as presented. Motion carried by voice vote 6 – 0.
- PAR. 5 The minutes of the December 11, 2018 executive meeting were presented for disposition.
- PAR. 6 Motion made by Trustee Dujsik, seconded by Trustee Olson, to accept and place on file the minutes of the December 11, 2018 executive meeting, as presented. Motion carried by voice vote 6 – 0.
- PAR. 7 **ATTORNEY’S REPORT:** Director Cottonaro reported that there was a small typographical error with the recently filed Tax Levy Ordinance and that the attorney has filed a corrected copy.
- PAR. 8 **OFFICERS’ REPORTS:**
- PAR. 9 **PRESIDENT REPORT:** President McKendree reported that the library had several delayed openings and early closings due to the bad weather and was closed all day on December 30.
- PAR. 10 **VICE PRESIDENT:** No Report.
- PAR. 11 **SECRETARY:** Secretary Schneider read aloud a thank you letter from herself for the beautiful arrangement sent for her husband’s memorial service.
- PAR. 12 She also read aloud an invitation from Palos Heights Library to celebrate their 75<sup>th</sup> anniversary on February 28, 2019 at 6:00 pm.
- PAR. 13 Secretary Schneider went on to read aloud a thank you letter from Worth Township for the library’s generous donation of food to the food pantry and that the Worth Township would also like to extend their gratitude to staff and library patrons.
- PAR. 14 **TREASURER:** Trustee Dujsik presented the financial report dated January 2019 for approval and to be placed on file.

- PAR. 15 Motion made by Trustee Dujsik, seconded by President McKendree, to place on file the Treasurer's report dated January 2019, as presented. Motion carried by voice vote 6 – 0.
- PAR. 16 **FINANCE:** A list of invoices dated February 12, 2019 was presented for payment.
- PAR. 17 Motion made by Trustee Dujsik, seconded by Trustee Olson, to approve the payment of the February 12, 2019 invoices in the amount of \$219,299.62, as presented. Roll #1 was called. Voting was 'Aye' by Trustee Dujsik, Engelbrecht, McLaughlin, Olson, Schneider and President McKendree. Motion carried 6 – 0.
- PAR. 18 **BUILDING & GROUNDS:** Trustee Olson thanked all other Trustees for attending and supporting the building and grounds committee meeting on January 22, 2019, he said the input was much appreciated.
- PAR. 19 Trustee Olson presented the minutes of the January 22, 2019 Building and Grounds Committee meeting for disposition.
- PAR. 20 Motion made by Trustee Olson, seconded by Trustee Dujsik, to accept and place on file the minutes of the January 22, 2019 Building and Grounds meeting, as presented. Motion carried by voice vote 6 – 0.
- PAR. 21 He went on to report that several building and ground items will be up for vote under unfinished and new business.
- PAR. 22 **POLICY** Director Cottonaro asked the board to review current policies regarding fines for young library users and the way we charge all our patrons.
- PAR. 23 A Policy Committee meeting was set for March 12, 2019, 1:00 pm, prior to the regular board meeting.
- PAR. 24 President McKendree asked Director Cottonaro to provide a copy of the current policies  
\*\* to all trustees to review prior to the meeting.
- PAR. 25 **BY-LAWS:** No Report.
- PAR. 26 **PUBLIC RELATIONS:** Director Cottonaro reported that she has finalized the current Newsletter and it should hopefully hit patron mailboxes by March 1<sup>st</sup>.
- PAR. 27 Trustee Engelbrecht reported that the Alsip Candidate Forum is set for February 28, 2019, 6:30 pm and that 2 out of the 8 candidates have informed him that they will not be attending.
- PAR. 28 **PERSONNEL:** Trustee Engelbrecht stated he will call an executive session to discuss personnel at the end of the regular meeting.
- PAR. 29 Trustee Engelbrecht set a Personnel Committee meeting for March 26, 2019, 1:30 pm. to discuss staff salaries, reviews and positions.
- PAR. 30 **TRUSTEE EDUCATION:** Trustee Dujsik handed out a flyer to all trustees for an Illinois Library Trustee Forum Workshop on Saturday, March 16, 2019 at the Chicago Marriott Oak Brook.
- PAR. 31 Director Cottonaro asked if any trustees are interested in attending to let her know and she

will register them.

PAR. 32 **INSURANCE:** No Report.

PAR. 33 **AD HOC COMMITTEE REPORTS:**

PAR. 34 **HISTORY COMMITTEE:** Trustee Engelbrecht will be looking into having the library sponsor an Alsip cemetery summer tour for library patrons.

PAR. 35 President McKendree mentioned the *Meetup*, a service used to organize online groups that host in-person events for people with similar interests and went on to say that the app is free and that library programs could benefit from the free press.

PAR. 36 **MARKETING REPORT:** No Report.

PAR. 37 **LIBRARY DIRECTOR'S REPORT:** Director Cottonaro presented her report, most items had been discussed.

PAR. 38 Director Cottonaro reported that the library currently has only one homebound patron, and that she has been making regular trips to their home, delivering materials.

PAR. 39 She went on to report that the current 3 projectors in the meeting rooms and conference room need to be upgraded due to rising compatibility issues with various kinds of software. She said she will supply the board with pricing for new models that will include installation.

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PAR. 40 Trustee McLaughlin asked Director Cottonaro if she is in the process of hiring a new marketing person.

PAR. 41 Director Cottonaro replied that she will be interviewing candidates during the week of February 18<sup>th</sup>.

PAR. 42 Director Cottonaro also stated that her report includes the plan from JMA Architects, regardless of whether the board decides to pursue the project or not. She said JMA Architects did a great job of hearing the concerns of staff.

PAR. 43 Director Cottonaro informed the board that staff has requested a camera audit, saying that there are various blind spots within the building that our current cameras do not catch. She said she would like Alarm Systems, Inc. to come out and perform a camera audit, which would tell us where our blind spots are and how we can remedy each spot.

PAR. 44 **UNFINISHED BUSINESS:** Impressions in Stone Brick Fundraiser to benefit the library's green space garden projects was presented for approval.

PAR. 45 Motion made by President McKendree, seconded by Trustee Engelbrecht, to approve the Impressions in Stone Brick Fundraiser to benefit the library's green space garden projects, as presented. Roll #2 was called. Voting was 'Aye' by Trustee Dujsik, Engelbrecht, McLaughlin, Olson, Schneider and President McKendree. Motion carried 6 – 0.

PAR. 46 The purchase of a frog statue for the library grounds was presented for approval.

- PAR. 47 Motion made by President McKendree, seconded by Trustee Olson, to approve the purchase of one frog statue for the library grounds in the amount of \$4,000, plus delivery charges, as presented and with the board to determine a lily pad.
- PAR. 48 Trustee Dujsik and Trustee McLaughlin would like it on record that they are opposed to purchasing the frog statue and would rather spend the money on the library's lighting project.
- PAR. 49 Roll #3 was called. Voting was 'Aye' by Trustee Engelbrecht, Olson, Schneider and President McKendree. 'Nay' by Trustees Dujsik and McLaughlin. Motion carried 4 – 2.
- PAR. 50 **NEW BUSINESS:** Director Cottonaro presented a proposal from Verde Electric to upgrade/retrofit lights in selected areas totaling \$14,439.40.
- PAR. 51 Motion made by Trustee McLaughlin, seconded by Trustee Dujsik, to approve the proposal from Verde Electric to upgrade/retrofit lights in selected areas totaling \$14,439.40, as presented. Roll #4 was called. Voting was 'Aye' by Trustee Dujsik, Engelbrecht, McLaughlin, Olson, and Schneider. 'Nay' by President McKendree. Motion carried 5 – 1.
- PAR. 52 **PUBLIC DISCUSSION:** None.
- PAR. 53 Motion made by Trustee Engelbrecht, seconded by Trustee Dujsik, to move to executive session at 2:59 pm, in compliance with the Illinois Open Meetings Act, 5 ILCS 120/2 to discuss personnel. Motion carried by voice vote. Present were Trustee Dujsik, Engelbrecht, McLaughlin, Olson, Schneider, and President McKendree.
- PAR. 54 President McKendree called the regular meeting back to order at 3:05 pm. Roll #5 was called. Present were Trustee Dujsik, Engelbrecht, McLaughlin, Olson, Schneider and President McKendree. A quorum was present.
- PAR. 55 Motion made by Trustee Engelbrecht, seconded by Trustee Dujsik, to adjourn the meeting at 3:06 pm. Motion carried by voice vote 6 - 0.

MARY JANE SCHNEIDER, SECRETARY

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APPROVED-AMENDED \_\_\_\_\_ DATE \_\_\_\_\_

\*\* Denotes follow-up required