

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 newly hired 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. 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 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. 9 **TREASURER:** The financial report for January 2023 was presented for approval and to be placed on file.
- PAR. 10 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. 11 **FINANCE:** A list of invoices dated February 14, 2023, was presented for payment.
- PAR. 12 Motion made by Trustee Engelbrecht, seconded by President McKendree, to approve the payment of the February 14, 2023, invoices in the amount of \$192,217.11, as presented. Roll #1 was called. Voting was ‘Aye’ by Trustee Buergel, Engelbrecht, McLaughlin, Schneider and President McKendree. No ‘Nays’. Motion carried 5 – 0.
- PAR. 13 Director Cottonaro asked for approval to adjust budget line #433D Special Events from \$3000 to \$5000.

- PAR. 14 Motion made by President McKendree, seconded by Trustee McLaughlin, to approve adjusting budget line #433D Special Events from \$3000 to \$5000, as presented. Roll #2 was called. Voting was ‘Aye’ by Trustee Buerger, Englebrecht, McLaughlin, Schneider and President McKendree. No ‘Nays’. Motion carried 5 – 0.
- PAR. 15 **BUILDING & GROUNDS:** President McKendree stated that she would like to have been
** included in the walk-around with Engberg Anderson and would like Director Cottonaro to set up a date for another walk-around with the Engberg Anderson team to include her and any other trustees interested.
- PAR. 16 **POLICY:** The minutes from the Policy Committee meeting on January 24, 2023 was presented for approval.
- PAR. 17 Motion made by President McKendree, seconded by Trustee Schneider to table the minutes and
** all requests for policy changes until the next regular board meeting on March 14, 2023. Motion carried by voice vote. 5 – 0.
- PAR. 18 **BY-LAWS:** No Report.
- PAR. 19 **PUBLIC RELATIONS:** No Report.
- PAR. 20 **PERSONNEL:** Discussion of the Director’s evaluation was tabled until the next regular board
** meeting, March 14, 2023 board meeting.
- PAR. 21 Ms. Navabi introduced the new Adult Services Librarian, Seoung Kim. The board welcomed Mr. Kim.
- PAR. 22 President McKendree would like to review all library job descriptions in the near future.
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- PAR. 23 **TRUSTEE EDUCATION:** President McKendree reminded all Trustees of the American Library
** Association Conference to be held in Chicago between June 22 - 27. President McKendree, Trustee Englebrecht and Trustee Schneider all stated they would like to attend.
- PAR. 24 **INSURANCE:** President McKendree asked Ms. Regan to email an excel spreadsheet showing the employees portion of health benefits to all trustees.
- PAR. 25 **MANAGERS REPORTS:** Manager’s reports were presented and placed on file.
- PAR. 26 **LIBRARY DIRECTOR’S REPORT:** Director’s report was placed on file. Most items were discussed.
- PAR. 27 Director Cottonaro reported that she hired Alsip resident, Michael Kennedy, for our part-time maintenance position.
- PAR. 28 Director Cottonaro also stated in her report that Ms. O’Boyle, Youth Services Library will be leaving us to join the Youth Services department at the South Holland Public Library.
- PAR. 29 Director Cottonaro reported that she has submitted the completed Per Capita Grant to the State Library.

- PAR. 30 **UNFINISHED BUSINESS:** Trustee Engelbrecht again stated that he would like to see Adult programming brought back at the Heritage Senior apartments.
- PAR. 31 President McKendree would like a list of all library trustee candidates running on the 2023 ballot.
- PAR. 32 **NEW BUSINESS:** A proposal from TBS, Today’s Business Solutions, for one 21” table/wide screen all-in-one touchscreen, Windows 10 monitor was presented for board approval.
- PAR. 33 A proposal from TBS, Today’s Business Solutions, for one 21” table/wide screen all-in-one touchscreen, Windows 10 monitor in the amount of \$2,960.00 for public scanning use, as presented. Roll #3 was called. Voting was ‘Aye’ by Trustee Buergel, Englebrecht, McLaughlin, Schneider and President McKendree. No ‘Nays’.
Motion carried 5 – 0.
- PAR. 34 Director Cottonaro asked the board to approve closing Friday, May 12, 2023 for a Staff In-Service.
- PAR. 35 Motion made by President McKendree, seconded by Trustee Buergel, to approve closing on Friday, May 12, 2023, for a Staff In-Service day. Roll #4 was called. Voting was ‘Aye’ by Trustee Buergel, Englebrecht, McLaughlin, Schneider and President McKendree. No ‘Nays’.
Motion carried 5 – 0.
- PAR. 36 **PUBLIC DISCUSSION:** None.
- PAR. 37 Motion made by Trustee Schneider, seconded by Trustee Buergel, to adjourn the meeting at 4:00 pm. Motion carried by voice vote 5 - 0.

MARY JANE SCHNEIDER, SECRETARY

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APPROVED-AMENDED_____ DATE_____

** Denotes follow-up required