

MINUTES  
ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
March 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 Buergel, Dujsik, Engelbrecht, McLaughlin, Schneider and President McKendree. Absent was Trustee Olson. A quorum was present. Ms. Cottonaro, Director; Ms. Regan, Business Manager; were in attendance. No public was in attendance.
- PAR. 2 The Pledge of Allegiance was recited.
- PAR. 3 **MINUTES:** The minutes of the February 12, 2019 regular board meeting were presented for disposition.
- PAR. 4 Motion made by Trustee Dujsik, seconded by Trustee Buergel, to accept and place on file the minutes of the February 12, 2019 regular board meeting, as presented. Motion carried by voice vote 6 – 0.
- PAR. 5 The minutes of the February 12, 2019 executive meeting were presented for disposition.
- PAR. 6 Motion made by Trustee Dujsik, seconded by Trustee McLaughlin, to accept and place on file the minutes of the February 12, 2019 executive meeting, as presented. Motion carried by voice vote 6 – 0.
- PAR. 7 **ATTORNEY’S REPORT:** Director Cottonaro reported that several property tax appeals were forwarded to the library’s attorney.
- PAR. 8 **OFFICERS’ REPORTS:**
- PAR. 9 **PRESIDENT REPORT:** President McKendree asked for an executive session.
- PAR. 10 Motion made by Trustee Engelbrecht, seconded by Trustee Dujsik, to move to executive session at 1:33 pm, in compliance with the Illinois Open Meetings Act, 5 ILCS 120/2. Motion carried by voice vote. Present were Trustee Buergel, Dujsik, Engelbrecht, McLaughlin, Schneider, and President McKendree.
- PAR. 11 President McKendree called the regular meeting back to order at 1:59 pm. Present were Trustee Buergel, Dujsik, Engelbrecht, McLaughlin, Schneider and President McKendree. A quorum was present.
- PAR. 12 Trustee Engelbrecht reminded all trustees that the completed directors evaluation form  
\*\* should be sent to him before the April 9, 2019 board meeting.
- PAR. 13 Ms. Malysa, Youth Services Manager; Ms. Leyva, Patron Services Manager; and Ms. Pajor, Adult Services Manager arrived at 2:00 pm.
- PAR. 14 **VICE PRESIDENT:** No Report.
- PAR. 15 **SECRETARY:** No Report.

- PAR. 16        **TREASURER:** Trustee Dujsik presented the financial report dated February 2019 for approval and to be placed on file.
- PAR. 17        Motion made by Trustee Dujsik, seconded by President McKendree, to place on file the Treasurer’s report dated February 2019, as presented. Motion carried by voice vote 6 – 0.
- PAR. 18        **FINANCE:** A list of invoices dated March 12, 2019 was presented for payment.
- PAR. 19        Motion made by Trustee Dujsik, seconded by President McKendree, to approve the payment of the March 12, 2019 invoices in the amount of \$170,151.13, as presented. Roll #1 was called. Voting was ‘Aye’ by Trustee Buergel, Dujsik, Engelbrecht, McLaughlin, Schneider and President McKendree. Motion carried 6 – 0.
- PAR. 20        **BUILDING & GROUNDS:** Director Cottonaro reported that the bronze frog statue has been ordered.
- PAR. 21        She went on to ask the board for direction on where they would like the statue placed and  
\*\*                on what type of surface.
- PAR. 22        Director Cottonaro stated there currently is no update regarding the carpet project and will keep the board posted.
- PAR. 23        **POLICY** Revisions to the library’s policy *Section IV Collection of Materials* was presented for approval.
- PAR. 24        The Policy Committee recommended accepting the revisions to the library’s policy *Section IV Collection of Materials*, as presented. Roll #2 was called. Voting was ‘Aye’ by Trustee Buergel, Dujsik, Engelbrecht, McLaughlin, and Schneider. ‘Nay’ by President McKendree. Motion carried 5 – 1.
- PAR. 25        **BY-LAWS:** No Report.
- PAR. 26        **PUBLIC RELATIONS:** Trustee Engelbrecht said the Alsip Chamber of Commerce 2019 Expo, held at Prairie Jr. High, turned out great and was well attended.
- PAR. 27        President McKendree commended Trustee Engelbrecht on a job well done in organizing the *Village of Alsip Candidate Forum*, held at the library on February 28, 2019.
- PAR. 28        Director Cottonaro reported that the library will be working with the Alsip Park District in providing an Alsip cemetery tour this spring, using the park district’s bus. She will keep the board informed as the details come together.
- PAR. 29        **PERSONNEL:** Trustee Engelbrecht reminded all trustees of the Personnel Committee meeting set for March 26, 2019 1:30 pm.
- PAR. 30        **TRUSTEE EDUCATION:** Trustee Dujsik reminded all trustees of the ATLAS Trustee Day of April 10, 2019, 9am-12pm at the Crete Public Library.
- PAR. 31        Trustee Dujsik went on to say he will be attending.
- PAR. 32        Director Cottonaro asked if any trustees are interested in attending to let her know and she will register them.

- PAR. 33        **INSURANCE:** No Report.
- PAR. 34        **AD HOC COMMITTEE REPORTS:**
- PAR. 35        **HISTORY COMMITTEE:** Trustee Engelbrecht stated he will be working with the adult services department for a Friday night special program in the fall of 2019.
- PAR. 36        **MARKETING REPORT:** Director Cottonaro reported that Ms. Ochoa, Youth Services Page was promoted to the library marketing position with a start date of April 1, 2019.
- PAR. 37        Director Cottonaro further stated that Ms. Ochoa’s decade plus of experience working in corporate marketing will be a real benefit to our growing that position and our marketing initiatives and tools.
- PAR. 38        **LIBRARY DIRECTOR’S REPORT:** Director Cottonaro presented her report, most items had been discussed.
- PAR. 39        Director Cottonaro stated she would like to schedule a preliminary budget meeting for this month or next to review financials for the upcoming fiscal year.
- PAR. 40        Director Cottonaro went on to report that Ms. Boyle, Adult Service Associate has retired and Ms. Gomez, Adult Librarian has left for another job. She said Ms. Egan, part-time adult li was promoted to Ms. Boyle’s full-time position and Ms. Fletcher was promoted from Youth Services to Adult Services filling Ms. Egan’s position. Ms. Blink, a Youth Services Page, was promoted to Ms. Gomez’s vacant 15-hour position in Adult Services.
- PAR. 41        Director Cottonaro reported that the next phase of LED lighting has been completed and the improvement in brightness and visibility is remarkable. She went on to say that staff is already hearing how happy people are with the new brighter lighting. She said she would like to build the next phase of LED lighting into the budget for the coming fiscal year.
- PAR. 42        Director Cottonaro also reported that the children’s play area slide was reupholstered by Paul’s Upholstering, Inc. for the second time. She went on to say that they are a local Alsip business and have been such a pleasure to work with – fast and inexpensive given the quality of work and materials.
- PAR. 43        **UNFINISHED BUSINESS:** Director Cottonaro presented for approval, the purchase and installation of three (3) NEC NP-474W Projectors from Chicago Office Technology Group.
- PAR. 44        Motion made by President McKendree, seconded by Trustee Schneider, to approve the purchase and installation of three (3) NEC NP-474W Projectors from COTG in the amount of \$5,034.00, as presented. Roll #3 was called. Voting was ‘Aye’ by Trustee Buergerl, Dujsik, Engelbrecht, McLaughlin, Schneider and President McKendree. Motion carried 6 – 0.
- PAR. 45        **NEW BUSINESS:** Director Cottonaro presented for approval, an agreement from Roy Erikson Outdoor Maintenance, Inc. for landscape maintenance from April 2019 through November 2019.

PAR. 46 Motion made by Trustee Dujsik, seconded by Trustee Buergel, to approve the agreement from Roy Erikson Outdoor Maintenance, Inc. for landscape maintenance from April through November 2019 in the amount of \$3,600.00, as presented. Roll #4 was called. Voting was 'Aye' by Trustee Buergel, Dujsik, Engelbrecht, McLaughlin, Schneider and President McKendree. Motion carried 6 – 0.

PAR. 47 **PUBLIC DISCUSSION:** Trustee Buergel stated she liked the positive comment regarding the library's security guard, Mr. Smith.

PAR. 48 President McKendree asked the other trustees if they would like to keep meeting at 1:30 pm for the regular monthly board meetings.

PAR. 49 It was the consensus of the board for the regular monthly board meetings to be held at 3:00 pm each month. This item will be added to the April 9, 2019 regular board meeting agenda for board approval.  
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PAR. 50 Motion made by Trustee Dujsik, seconded by Trustee McLaughlin, to adjourn the meeting at 3:13 pm. Motion carried by voice vote 6 - 0.

MARY JANE SCHNEIDER, SECRETARY

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

\*\* Denotes follow-up required