

ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR BOARD MINUTES
March 8, 2022

- PAR. 1 The regular monthly meeting of the ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES was called to order at 3:03 pm by President McKendree. Roll was called. Present were Trustees Buergel, Dujsik, Engelbrecht, Schneider, McLaughlin and President McKendree. A quorum was present. Director Cottonaro, Ms. Regan, Business Manager; Ms. Malysa, Youth Services Manager; Ms. Pajor, Adult Services Manager and Ms. Leyva, Patron Services Manager also attended.
- PAR. 2 The Pledge of Allegiance was recited.
- PAR. 3 **MINUTES:** Motion made by Trustee Dujsik, seconded by Trustee Buergel, to accept and place on file the minutes of the February 8, 2022 regular board meeting, as presented. Motion carried by voice vote 6 – 0.
- PAR. 4 President McKendree asked that the minutes from the February 8, 2022 executive meeting be placed on the agenda for approval at the April 12, 2022 regular board meeting.
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- PAR. 5 **ATTORNEY’S REPORT:** No Report.
- PAR. 6 **OFFICERS’ REPORTS:**
- PAR. 7 **PRESIDENT REPORT:** No Report.
- PAR. 8 **VICE PRESIDENT:** Vice President McLaughlin thanked the youth department for the valentine card made by TAG (Teen Advisory Group).
- PAR. 9 **SECRETARY:** Secretary Schneider read aloud a thank you letter from the Worth Township General Assistance Supervisor, Patricia Joan Murphy, thanking all library patrons for their donations to the Worth Township Food Pantry.
- PAR. 10 **TREASURER:** The financial report dated February 2022 was presented to place on file.
- PAR. 11 Treasurer Dujsik reported that tax revenues are starting to come in and he would like to look into laddering funds within PMA Financial since interest rates are expected to increase.
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- PAR. 12 Treasurer Dujsik also brought to the attention of other Trustees several issues pertaining to Republic Bank’s wording in their banking software.
- PAR. 13 Director Cottonaro stated she would look into the various issues and report to the board.
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- PAR. 14 Motion made by Trustee Dujsik, seconded by Trustee McLaughlin, to place on file the Treasurer’s report dated February 2022, as presented. Roll #1 was called. Voting was ‘Aye’ by Trustee Buergel, Dujsik, Engelbrecht, Schneider, McLaughlin and President McKendree. No ‘Nays’. Motion carried 6 – 0.

- PAR. 15 **FINANCE:** A list of invoices dated March 8, 2022 was presented for payment.
- PAR. 16 Motion made by Trustee Dujsik, seconded by Trustee Buergel, to approve the payment of the March 8, 2022 invoices in the amount of \$171,957.90, as presented. Roll #2 was called. Voting was ‘Aye’ by Trustee Buergel, Dujsik, Engelbrecht, Schneider, McLaughlin and President McKendree. No ‘Nays’. Motion carried 6 – 0.
- PAR. 17 **BUILDING & GROUNDS:** Director Cottonaro reported that she contacted the library’s attorney regarding a formal RFP (request for proposal) for carpet replacement.
- PAR. 18 She went on to say that, the board would need to decide what type of carpet replacement they
** would like for the library.
- PAR. 19 The board would like Director Cottonaro to research having a company test the library’s concrete
** flooring to make sure there is not a dampness issue. Director Cottonaro will contact Trustee Buergel when she finds out any new information.
- PAR. 20 **POLICY:** Director Cottonaro asked the board to review and update the library’s bereavement, and fines policies.
- PAR. 21 President McKendree asked Director Cottonaro to supply revised policies for board review.
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- PAR. 22 **BY-LAWS:** No Report.
- PAR. 23 **PUBLIC RELATIONS:** No Report.
- PAR. 24 **PERSONNEL:** Trustee Engelbrecht reported that he is currently waiting on evaluation forms from three Trustees.
- PAR. 25 **TRUSTEE EDUCATION:** Trustee Dujsik reminded other Trustees of several upcoming Illinois Library Association (ILA) Trustee workshops.
- PAR. 26 Trustees should contact Director Cottonaro if they wish to attend any ILA workshops.
- PAR. 27 **INSURANCE:** No Report.
- PAR. 28 **MANAGERS REPORTS:** Department Manager reports were placed on file.
- PAR. 29 Director Cottonaro reported on patron compliments specifically for Adult Services Librarian, Alicia Eldridge and Adult Services Associate, Hannah Kennedy and went on to commend all Adult Services staff for always being so helpful with all patrons.
- PAR. 30 Director Cottonaro also reported that District 130 would be working with the library for this year’s Summer Reading program.
- PAR. 31 **LIBRARY DIRECTOR’S REPORT:** Director’s report was placed on file. Most items were discussed.
- PAR. 32 Director Cottonaro said the library has moved to ‘masks optional’ for patrons and staff with cessation of Governor Pritzker’s mandate.

- PAR. 33 Director Cottonaro reported that she is going to re-start the library's strategic planning process and will be doing an in-person data collection at the March Friday Night Special on March 25, 2022.
- PAR. 34 Director Cottonaro also stated that the library's coloring book should be complete soon and that progress is being made regarding the 'Robert Olson' (former trustee), memorial bench.
- PAR. 35 Director Cottonaro asked the board to consider revising the library's existing sick leave policy to allow all employees the opportunity to earn sick leave.
- PAR. 36 President McKendree asked Director Cottonaro to present a revised sick policy along with the revised bereavement and fine policy for board review.
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- PAR. 37 Lastly, Director Cottonaro happily reported that Maintenance Mechanic, Mr. Cyganiewicz has returned to work.
- PAR. 38 **UNFINISHED BUSINESS:** None.
- PAR. 39 **NEW BUSINESS:** A contract from Roy Erikson Outdoor Maintenance, Inc. for landscape maintenance during the months of April 2022 through and including November 2022 was presented for approval.
- PAR. 40 Motion made by President McKendree, seconded by Trustee Buergel, to approve the contract from Roy Erikson Outdoor Maintenance, Inc. for landscape maintenance during the months of April 2022 through and including November 2022, as presented. Roll #3 was called. Voting was 'Aye' by Trustee Buergel, Dujsik, Engelbrecht, Schneider, McLaughlin and President McKendree. No 'Nays'. Motion carried 6 – 0.
- PAR. 41 **PUBLIC DISCUSSION:** None.
- PAR. 42 Motion made by Trustee Dujsik, seconded by Trustee Buergel, to adjourn the meeting at 4:09 pm. Motion carried by voice vote 6 - 0.

MARY JANE SCHNEIDER, SECRETARY

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APPROVED-AMENDED _____ DATE _____

** Denotes follow-up required