

ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR BOARD MINUTE
March 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; Ms. Mendoza, Marketing Associate, Mr. Kennedy, Maintenance Mechanic and newly promoted Youth Associate, Marissa Guzman was also in attendance. Ms. Natalie Opila, public was in attendance.
- PAR. 2 The Pledge of Allegiance was recited.
- PAR. 3 **MINUTES:** Motion made by President McKendree, seconded by Trustee Buergel, to accept and place on file the minutes of the February 14 2023, regular board meeting, as presented. Motion carried by voice vote 5 – 0.
- PAR. 4 **ATTORNEY’S REPORT:** Director Cottonaro informed the board that a Decennial Committee
** must be formed and should meet at least three times, with the first meeting occurring no later than June 10, 2023.
- PAR. 5 President McKendree encouraged all trustee to write letters to the Illinois Secretary of State asking for a license plate specifically for libraries through their ‘Pick-a-Plate’ license plate program.
- PAR. 6 **OFFICERS’ REPORTS:**
- PAR. 7 **PRESIDENT REPORT:** No Report.
- PAR. 8 **VICE PRESIDENT:** No Report.
- PAR. 9 **SECRETARY:** No Report.
- PAR. 10 **TREASURER:** The financial report for February 2023 was presented for approval and to be placed on file.
- PAR. 11 Motion made by President McKendree, seconded by Trustee Buergel, to place on file the financial report for February 2023, as presented. Motion carried by voice vote 5 – 0.
- PAR. 12 **FINANCE:** A list of invoices dated March 14 2023, was presented for payment.
- PAR. 13 Motion made by Trustee Engelbrecht, seconded by Trustee Buergel, to approve the payment of the March 14 2023, invoices in the amount of \$202,139.04, 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. 14 A budget meeting for fiscal year 2023-2024 was set for April 18 2023, 1:00pm. Ms. Regan will send reminders.

- PAR. 15 **BUILDING & GROUNDS:** Director Cottonaro introduced new Maintenance Mechanic, Michael Kennedy. The board warmly welcomed Mr. Kennedy.
- PAR. 16 **POLICY:** Changes to several library policies were presented for approval.
- PAR. 17 Motion made by Trustee Schneider, seconded by Trustee Buerger, to approve changes to Policy 4.10, 4.30 and 6.65, as presented. Roll #2 was called. Voting was ‘Aye’ by Trustee Buerger, Engelbrecht, McLaughlin, and Schneider. ‘Nay’ by President McKendree. Motion carried 4 – 1.
- PAR. 18 **BY-LAWS:** No Report.
- PAR. 19 **PUBLIC RELATIONS:** President McKendree commented on all the wonderful library program pictures posted on the library’s social media accounts.
- PAR. 20 President McKendree would like the library’s marketing associate, Ms. Mendoza, to create photo albums of library programs for patrons to view on the library’s website.
- PAR. 21 **PERSONNEL:** President McKendree asked Trustee McLaughlin if she was ready with the reformatted director’s evaluation form.
- PAR. 22 Trustee McLaughlin stated that she will work on the reformatted form this week and report back to the other trustees.
- PAR. 23 **TRUSTEE EDUCATION:** Director Cottonaro reported that President McKendree, Trustee Englebrecht and Trustee Schneider have been signed up to attend the American Library Association Conference to be held in Chicago between June 22 - 27. She went on to say if any other trustees would like to attend to please contact her.
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- PAR. 24 Director Cottonaro invited trustees of the ATLAS (Area Training for Librarians and Staff) Annual Trustee Workshop on Saturday, May 20 2023, 10:00 AM – 12:00 PM, here at the Alsip-Merrionette Park Library.
- PAR. 25 Director Cottonaro also reminded trustees of the LACONI (Library Administrators Council of Northern Illinois) Annual Trustee Banquet, on Friday, May 19 2023, between 6:00 PM – 11:00 PM at the Nineteenth Century Club, 178 Forest Ave, #1, Oak Park, IL.
- PAR. 26 President McKendree and Trustee Schneider stated that they would like to attend. If any other trustee would like to attend they should contact Director Cottonaro.
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- PAR. 27 **INSURANCE:** No Report.
- PAR. 28 **MANAGERS REPORTS:** Manager’s reports were presented and placed on file.
- PAR. 29 Ms. Malysa introduced Ms. Guzman, Youth Associate, recently promoted to full-time and is currently studying to complete her master’s degree in library science. The board warmly welcomed Ms. Guzman.
- PAR. 30 **LIBRARY DIRECTOR’S REPORT:** Director’s report was placed on file. Most items were discussed.

- PAR. 31 Director Cottonaro reported that she will be speaking on a panel at Reaching Forward on Friday, May 5 2023, with several other library professionals.
- PAR. 32 Director Cottonaro stated that she will be attending the American Library Association Conference this year and that early bird registration goes until March 31 should anyone else want to attend.
- PAR. 33 Director Cottonaro reported on the upcoming 50th Anniversary Event for the Alsip-Merrionette Park Library on May 5 2023, and said each department has prepared a host of festive activities and giveaways.
- PAR. 34 **UNFINISHED BUSINESS:** No Report.
- PAR. 35 **NEW BUSINESS:** A proposal from Roy Erikson Outdoor Maintenance, Inc. for the 2023 landscaping and lawncare maintenance was presented for board approval.
- PAR. 36 Motion made by Trustee Buergel, seconded by Trustee McLaughlin, to approve the proposal from Roy Erikson Outdoor Maintenance, Inc. in the amount of \$575.00 per month, as presented. Roll #3 was called. Voting was ‘Aye’ by Trustee Buergel, McLaughlin, Schneider and President McKendree. ‘Nay’ by Trustee Engelbrecht. Motion carried 4 – 1.
- PAR. 37 **PUBLIC DISCUSSION:** Trustee Buergel mentioned that the library’s phone system does not work well and should be replaced. Director Cottonaro will look into acquiring a new phone system.
- PAR. 38 Motion made by Trustee Buergel, seconded by Trustee McLaughlin, to adjourn the meeting at 4:30 pm. Motion carried by voice vote 5 - 0.

MARY JANE SCHNEIDER, SECRETARY

ALSIP-MERRIONETTE PARK
PUBLIC LIBRARY DISTRICT
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APPROVED-AMENDED _____ DATE _____

** Denotes follow-up required