

MINUTES
ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
July 12, 2016

- PAR. 1 The regular monthly meeting of the ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES was called to order at 7:05 pm by President McKendree. Roll was called. Present were Trustees Buergel, Ceretto, Engelbrecht, Dujsik, Olson, and President McKendree. Absent was Trustee Schneider. A quorum was present. Ms. Cottonaro, Director; Ms. Regan, Business Manager; Ms. Sandra Leyva, Patron Services Manager; Ms. Susana Leyva, Technical Services Manager; and Mr. Poremba, public were also in attendance.
- PAR. 2 President McKendree appointed Trustee Dujsik Secretary Pro-tem in the absence of Secretary Schneider.
- PAR. 3 The Pledge of Allegiance was recited.
- PAR. 4 **MINUTES:** The minutes of the June 14, 2016 regular board meeting were presented for disposition.
- PAR. 5 Motion made by Trustee Dujsik, seconded by Trustee Olson, to approve the minutes of June 14, 2016, as corrected, paragraph 33, sentence 1, ...herself she. Motion carried by voice vote 6 – 0.
- PAR. 6 **ATTORNEY’S REPORT:** Director Cottonaro presented and read aloud a letter from the library attorney regarding the 2015 Equalized Assessed Valuation and Agency Tax Rate Report. Report is attached.
- PAR. 7 **OFFICERS’ REPORTS:**
- PAR. 8 **PRESIDENT’S REPORT:** No Report.
- PAR. 9 **VICE PRESIDENT:** No Report.
- PAR. 10 **SECRETARY:** Director Cottonaro reported that the library will be donating bags of chips to the Alsip Police Department’s Annual National Night Out event on August 2, 2016.
- PAR. 11 **TREASURER:** The Treasurer’s Report dated June 2016 was presented for approval.
- PAR. 12 Motion made by Trustee Olson, seconded by Trustees Buergel, to place on file the Treasurer’s Report dated June 2016, as presented. Motion carried by voice vote 6 – 0.
- PAR. 13 **FINANCE:** A list of bills dated July 12, 2016 was presented for payment.

- PAR. 14 Motion made by Trustee Ceretto, seconded by Trustee Dujsik, to approve the payment of the July 12, 2016 invoices in the amount of \$140,014.59 as presented. Roll #1 was called. Voting was ‘Aye’ by Trustee Buerger, Ceretto, Dujsik, Engelbrecht, Olson, and President McKendree. No ‘Nays’. Motion carried. 6 – 0.
- PAR.15 Ms. Regan presented a late bill from Philadelphia Insurance Companies for payment.
- PAR.16 Motion made by President McKendree, seconded by Trustee Dujsik, to approve the payment of the late bill from Philadelphia Insurance Companies in the amount of \$2,908.00, as presented. Roll #2 was called. Voting was ‘Aye’ by Trustee Buerger, Ceretto, Dujsik, Engelbrecht, Olson, and President McKendree. No ‘Nays’. Motion carried. 6 – 0.
- PAR. 17 **BUILDING & GROUNDS:** The minutes of the June 7, 2016 Building and Ground Committee meeting were presented for disposition.
- PAR. 18 Motion made by Trustee Ceretto, seconded by Trustee Olson, to approve the minutes of the Building and Ground Committee meeting of June 7, 2016, as presented. Motion carried by voice vote 6 – 0.
- PAR. 19 Director Cottonaro reported that Roy Erikson Outdoor Maintenance will be seal coating and re-stripping the parking lot on Wednesday July 20, 2016 and Thursday July 21, 2016.
- PAR. 20 She also reported that she is still waiting on proposals from ALL Industrial Electric
** regarding the remaining electrical issues.
- PAR. 21 **POLICY:** President McKendree stated she would like the Policy Committee to meet in
** the near future.
- PAR. 22 **BY-LAWS:** No Report.
- PAR. 23 **PUBLIC RELATIONS:** President McKendree commented on the wonderful pictures posted to Facebook and suggested all trustees take the time to review the library’s Facebook page.
- PAR. 24 **PERSONNEL:** The minutes of the May 24, 2016 Personnel Committee meeting were presented for disposition.
- PAR. 25 Motion made by Trustee Dujsik, seconded by Trustee Ceretto, to approve the minutes of the Personnel Committee meeting of May 24, 2016, as presented. Motion carried by voice vote 6 – 0.
- PAR. 26 **TRUSTEE EDUCATION:** Trustee Dujsik informed all trustees of the upcoming Illinois Library Association Annual Trustee Day on October 20, 2016 in Rosemont. Any trustees interested in attending should contact Director Cottonaro or Ms. Regan as soon as possible.
- PAR. 27 President McKendree advised any trustees not reading ‘The Voice’ newsletter from the Administration department to let Ms. Regan know so she can stop printing them a copy.

- PAR. 28 **INSURANCE:** No Report.
- PAR. 29 **AD HOC COMMITTEE REPORTS:**
- PAR. 30 **HISTORY COMMITTEE:** Trustee Engelbrecht informed President McKendree that
** he will be setting a date for a History Committee meeting in the next month.
- PAR. 31 **LIBRARY DIRECTOR’S REPORT:** Director Cottonaro presented her report, of
which most items had been previously discussed.
- PAR. 32 Director Cottonaro reported that the library received their Per Capita Grant check.
- PAR. 33 Director Cottonaro handed out a copy of the Community Survey in preparation for the
library’s long range plan. She went on to report that once the surveys are complete, the
library will then have several focus groups to review all the data collected.
- PAR. 34 Director Cottonaro reported on the 4 new staff members for the Adult Services Dept. She
said that she is excited to have them on our staff and is looking forward to all they are
going to accomplish.
- PAR. 35 **UNFINISHED BUSINESS:** No Report.
- PAR. 36 **NEW BUSINESS:** Director Cottonaro asked for approval to purchase 3 Credit Card
Readers, Installation and staff training from Today’s Business Solutions (TBS).
- PAR. 37 Motion made by President McKendree, seconded by Trustee Dujsik, to approve the
purchase of 3 Credit Card Readers, installation and staff training from Today’s Business
Solutions (TBS) in the amount of \$2,285.00, as presented. Roll #3 was called. Voting
was ‘Aye’ by Trustee Buergel, Ceretto, Dujsik, Engelbrecht, Olson, and President
McKendree. No ‘Nays’. Motion carried. 6 – 0.
- PAR. 38 Director Cottonaro presented a proposal from TMO Construction for an exterior staff
area.
- PAR. 39 Motion made by President McKendree, seconded by Trustee Olson, to approve the
proposal from TMO Construction with an amount not to exceed \$4,000.00, and as
presented. Roll #4 was called. Voting was ‘Aye’ by Trustee Buergel, Ceretto,
Engelbrecht, Olson, and President McKendree. No ‘Nays’. ‘Abstain’ by Trustee Dujsik.
Motion carried. 5 – 0 - 1.
- PAR. 40 Director Cottonaro asked for approval to reschedule the regular September 14, 2016
meeting.
- PAR. 41 It was the consensus of the board not to change the date of the September 14, 2016
meeting.
- PAR. 42 **PUBLIC DISCUSSION:** None.

- PAR. 43 President McKendree called to move to executive session in compliance with the Illinois Open Meetings Act, 5 ILCS 120/2 to discuss personnel employment.
- PAR. 44 Motion made by Trustee Engelbrecht, seconded by Trustee Buerger, to move to executive session at 8:04 pm. Motion carried by voice vote. 6 – 0.
- PAR. 45 President McKendree moved to adjourn the executive session at 8:18 pm and called the regular board meeting to order. Roll was called. All trustees were present.
- PAR. 46 Motion made by Trustee Ceretto, seconded by Trustee Olson, to adjourn the meeting at 8:19 pm. Motion carried by voice vote 6 - 0.

GERALD DUJSIK, SECRETARY PRO-TEM

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

/car ** Denotes follow-up required