

MINUTES
ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
April 11, 2017

- PAR. 1 The regular monthly meeting of the ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES was called to order at 7:04 pm by President McKendree. Roll was called. Present were Trustees Buerger, Dujsik, Engelbrecht, Olson, Schneider and President McKendree. Absent was Trustee Ceretto. A quorum was present. Director Cottonaro, Ms. Regan, Business Manager; Ms. Cutshall, Marketing and Outreach Librarian; Ms. Malysa, Youth Services Manager; Ms. Pajor, Adult Services Manager; and Ms. Leyva, Patron Services Manager; and Mr. Poremba, Public; were also in attendance.
- PAR. 2 The Pledge of Allegiance was recited.
- PAR. 3 **MINUTES:** The minutes of the March 14, 2017 regular board meeting were presented for disposition.
- PAR. 4 Motion made by Trustee Dujsik, seconded by Trustee Olson, to approve the minutes of March 14, 2017, as presented. Motion carried by voice vote 6 – 0.
- PAR. 5 **ATTORNEY’S REPORT:** No Report.
- PAR. 6 **OFFICERS’ REPORTS:**
- PAR. 7 **PRESIDENT’S REPORT:** President McKendree congratulated the re-elected Trustees and said that their swearing in will be at the regular June 13, 2017 board meeting.
- PAR. 8 President McKendree encouraged all trustees to think about what Board Committees they would like to serve on and to reach out to her with their preferences. She said new committees will be appointed at the regular June 13, 2017 board meeting.
- PAR. 9 President McKendree congratulated Trustee Engelbrecht for presenting a great program on World War I and reported it was well attended. She went on to suggest that he be recommended to hold the program in other libraries.
- PAR. 10 **VICE PRESIDENT:** No Report.
- PAR. 11 **SECRETARY:** Secretary Schneider read aloud a thank you card from Trustee Olson for the get well wishes from board and staff.
- PAR. 12 Director Cottonaro reported that the library was awarded \$17,299.08 for the State of Illinois 2017 Per Capita Grant.
- PAR. 13 **TREASURER:** The Treasurer’s Report dated March 2017 was presented for approval.
- PAR. 14 Motion made by Trustee Olson, seconded by Trustees Dujsik, to place on file the Treasurer’s Report dated March 2017, as presented. Motion carried by voice vote 6 – 0.

- PAR. 15 **FINANCE:** A list of bills dated April 11, 2017 was presented for payment.
- PAR. 16 Motion made by Trustee Engelbrecht, seconded by Trustee Buergel, to approve the payment of the April 11, 2017 invoices in the amount of \$183,923.17, as presented. Roll #1 was called. Voting was ‘Aye’ by Trustee Buergel, Dujsik, Engelbrecht, Olson, Schneider and President McKendree. No ‘Nays’. Motion carried. 6 – 0.
- PAR. 17 Ms. Regan presented a late bill from Kamm Insurance Group for payment.
- PAR. 18 Motion made by President McKendree, seconded by Trustee Buergel, to approve the payment from Kamm Insurance Group in the amount of \$1,980.00, as presented. Roll #2 was called. Voting was ‘Aye’ by Trustees Buergel, Dujsik, Engelbrecht, Olson, Schneider and President McKendree. No ‘Nays’. Motion carried 6 – 0.
- PAR. 19 Director Cottonaro presented two TCF Bank Certificate of Deposits due to mature on April 29, 2017 and asked the board how they would like to move forward.
- PAR. 20 It was the consensus of the board to have Director Cottonaro research the current rates and authorized her to act on securing the best interest rate.
- PAR. 21 Director Cottonaro reminded all trustees of the Preliminary Budget meeting on Tuesday, April 18, 2017 at 1:00 pm.
- PAR. 22 **BUILDING & GROUNDS:** Roy Erikson Outdoor Maintenance completed their spring clean up of the library’s landscape.
- PAR. 23 Director Cottonaro reported that the landscape sprinkler system was assessed and there are several broken sprinkler heads that will need to be replaced.
- PAR. 24 Director Cottonaro also reported that she is still waiting to hear back from TMO Construction regarding the electrical issues at the library.
- PAR. 25 **POLICY:** No Report.
- PAR. 26 **BY-LAWS:** No Report.
- PAR. 27 **PUBLIC RELATIONS:** No Report.
- PAR. 28 **PERSONNEL:** Trustee Dujsik handed out a summation of the six evaluations of the Director to all the trustees. He would like to set up a meeting to review the material and provide a recommendation for the Director.
- PAR. 29 Trustee Dujsik set a Personnel Committee Meeting for May 2, 2017 at 1:00 pm. Ms. Regan will send reminders to all trustees.
- PAR. 30 **TRUSTEE EDUCATION:** Director Cottonaro again reminded all trustees of the LACONI Annual Trustee Banquet, May 12, 2017 at the Oak Law Hilton, the ATLAS Annual Trustee Workshop, June 3, 2017 at Green Hills Public Library and the American Library Association Annual Conference and Exhibition between June 22 – 27, 2017 at the McCormick Place Convention Center, Chicago, IL. She said if any trustees were interested in attending any of these conferences to let her know.

- PAR. 31 Trustees Buergel, Engelbrecht and President McKendree said they would like to attend the LACONI Annual Trustee Banquet. Director Cottonaro said she would register them when the registration forms become available.
- PAR. 32 Director Cottonaro said she would email all trustees with the information.
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- PAR. 33 President McKendree and Trustee Engelbrecht stated they would like to attend the American Library Association Conference.
- PAR. 34 President McKendree also asked Director Cottonaro to look into overnight options for the American Library Association Conference.
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- PAR. 35 President McKendree encouraged all trustees to check out the exhibitors at the American Library Association Conference.
- PAR. 36 **INSURANCE:** No Report.
- PAR. 37 **AD HOC COMMITTEE REPORTS:**
- PAR. 38 **HISTORY COMMITTEE:** Trustee Engelbrecht reported receiving a donation from a patron of the 'Chicago Daily News 100 years of famous front page reprints' document and the last issue of the Chicago Daily News. Trustee Engelbrecht thanked the patron for their donation.
- PAR. 39 **MARKETING REPORT:** Ms.Cutshall reported that everything is going well and that the library programs will now be listed in the Mount Greenwood Express. She went on to say that she has not heard back from the Southtown Newspaper, but will keep trying.
- PAR. 40 **LIBRARY DIRECTOR'S REPORT:** Director Cottonaro presented her report. Most items had been discussed. Her report was placed on file.
- PAR. 41 Director Cottonaro shared the results of the board and staff strategic planning meetings and also shared the patron surveys.
- PAR. 42 She highlighted the top four objectives that were repeated in the group sessions.
- PAR. 43 A lively discussion ensued.
- PAR. 44 It was the consensus of the board to choose five objectives to focus on; Express Creativity: Create and Share Content, Make Informed Decisions: Health, Wealth and Other Life Choices, Understand How to Find, Evaluate and Use Information: Information Literacy, Visit a Comfortable Place: Physical and Virtual Spaces and Build Successful Enterprises: Business and Non-Profit Support.
- PAR. 45 Director Cottonaro said the next steps will be to meet with the staff again. Patron surveys and results will be considered. The Board will have their input at the May 9, 2017 regular board meeting.
- PAR. 46 She went on to say that the final Strategic Plan will be voted on at the June 13, 2017 regular board meeting.
- PAR. 47 Trustee Engelbrecht would like to see services for the library districts homebound.

- PAR. 48 Director Cottonaro replied that the library will have a trial run of two staff members for the homebound at the Heritage Senior Apartments starting in either June or July 2017.
- PAR. 49 Trustee Dujsik noted from the Patron Services Managers report that the total number of library patrons has decreased from 2015 to 2017.
- PAR. 50 Director Cottonaro replied that some of that is due to deleting patrons who have moved or library cards that have expired and stated that more than 50% of district residents have a library card.
- PAR. 51 Trustee Dujsik referred to the new educational devices added to the youth collection to promote coding and asked what kind of coding was being promoted.
- PAR. 52 Ms. Malysa replied that it is for computer coding.
- PAR. 53 **UNFINISHED BUSINESS:** None.
- PAR. 54 **NEW BUSINESS:** The executive minutes from the February 14, 2017 meeting were presented for approval.
- PAR. 55 Motion made by Trustee Dujsik, seconded by Trustee Olson, to approve the executive meeting minutes of February 14, 2017, as presented. Motion carried by voice vote 6 – 0.
- PAR. 56 Trustee Engelbrecht would like a picture book of library staff so the board can better recognize the staff.
- PAR. 57 Director Cottonaro said she would look into it.
- PAR. 58 **PUBLIC DISCUSSION:** Trustee Buergel reported going to a program at the Orland Park Library to see artist, Dale Wickum. Mr. Wickum spent a summer hopping freight trains searching for railroad tramps, she said it was very interesting.
- PAR. 59 Motion made by Trustee Dujsik, seconded by Trustee Schneider, to adjourn the meeting at 8:45 pm. Motion carried by voice vote 6 - 0.

MARY JANE SCHNEIDER – SECRETARY

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APPROVED-AMENDED _____ DATE _____
/car ** Denotes follow-up required