

MINUTES  
ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
May 10, 2016

- PAR. 1 The regular monthly meeting of the ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES was called to order at 7:33 pm by President McKendree. Roll was called. Present were Trustees Ceretto, Engelbrecht, Schneider, and President McKendree. A quorum was present. Absent were Trustees Buerger, Dujcik and Olson. Ms. Cottonaro, Director; Ms. Regan, Business Manager; Mr. Poremba and Mrs. Ruiz, public were in attendance.
- PAR. 2 The Pledge of Allegiance was recited.
- PAR. 3 **MINUTES:** The minutes of the April 12, 2016 regular board meeting were presented for disposition.
- PAR. 4 Motion made by Trustee Ceretto, seconded by Trustee Engelbrecht, to approve the minutes of April 12, 2016, as presented. Motion carried by voice vote 4 – 0.
- PAR. 5 **ATTORNEY’S REPORT:** Director Cottonaro informed the board that she had received an email from the library’s attorney regarding the 2017 Library Board Election. She stated that the first day to circulate petitions is September 20, 2016 and that those petitions need to be filed between December 12 and December 19, 2016. More information will be provided for trustees as she receives it.
- PAR. 6 Trustee Buerger arrived at 7:37 pm.
- PAR. 7 **OFFICERS’ REPORTS:**
- PAR. 8 **PRESIDENT’S REPORT:** President McKendree again reported how much she liked seeing all the pictures on the library’s Facebook page. She also reported that she stopped in to the Minecraft program and met the new youth associate Mr. Johnson. She said he seemed very nice and got along well with the children.
- PAR. 9 **VICE PRESIDENT:** No Report.
- PAR. 10 **SECRETARY:** Director Cottonaro reported on an email from the library attorney that states the 2015 Multiplier for Cook County will be 2.6685, which is a decrease from the 2014 Multiplier of 2.7253.
- PAR. 11 **TREASURER:** The Treasurer’s Report dated April 2016 was presented for approval.
- PAR. 12 Director Cottonaro stated that President McKendree was interested in investing more of the library money and asked other trustees if this was something they would like to do, please let her know.

- PAR. 13 Motion made by Trustee Ceretto, seconded by Trustee Schneider, to place on file the Treasurer's Report dated April 2016, as presented. Motion carried by voice vote 5 – 0.
- PAR. 14 **FINANCE:** A list of bills dated May 10, 2016 was presented for payment.
- PAR. 15 President McKendree asked that another column be added to the monthly bill list for a short explanation of what the bill is for.  
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- PAR. 16 Trustee Engelbrecht asked where all the department managers were.
- PAR. 17 Director Cottonaro replied they are either on vacation or taking a sick day.
- PAR. 18 Motion made by Trustee McKendree, seconded by Trustees Buerger, to approve the payment of the May 10, 2016 invoices in the amount of \$134,386.81 as presented. Roll #1 was called. Voting was 'Aye' by Trustee Buerger, Ceretto, Engelbrecht, Schneider, and President McKendree. Motion carried. 5 – 0.
- PAR. 19 The minutes of the Committee of the Whole meeting on April 27, 2016 were presented for disposition.
- PAR. 20 Motion made by Trustee McKendree, seconded by Trustee Ceretto, to approve the minutes of the Committee of the Whole meeting on April 27, 2016, as presented. Motion carried by voice vote 5 – 0.
- PAR. 21 Scheduling for the fiscal year 2016 - 2017 budget and to discuss the director's review was set for May 24, 2016 at 1:30 pm. Ms. Regan will mail reminders to all board trustees.  
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- PAR. 22 **BUILDING & GROUNDS:** Director Cottonaro informed the board that Astoria Building Services will be cleaning the inside and outside windows.
- PAR. 23 **POLICY:** No Report.
- PAR. 24 **BY-LAWS:** No Report.
- PAR. 25 **PUBLIC RELATIONS:** President McKendree stated it is really nice to read all the positive comments received from library patrons.
- PAR. 26 **PERSONNEL:** President McKendree asked Director Cottonaro to send the link for the municipal minutes to all trustees.  
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- PAR. 27 **TRUSTEE EDUCATION:** Trustee Engelbrecht said he will be attending the upcoming Area Training for Librarians and Staff (ATLAS) Annual Trustee Workshop on May 15, 2016. He asked Director Cottonaro to send him directions.  
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- PAR. 28 President McKendree commented on how much she enjoys reading The Voice for America's Libraries, a newsletter from the United for Libraries Association and encouraged all trustees to read it.
- PAR. 29 **INSURANCE:** No Report.

- PAR. 30        **AD HOC COMMITTEE REPORTS:**
- PAR. 31        **HISTORY COMMITTEE:** No Report.
- PAR. 32        **LIBRARY DIRECTOR'S REPORT:** Director Cottonaro presented her report, of which most items had been previously discussed.
- PAR. 33        Director Cottonaro reported that the staff development day went well and that all staff seemed happy.
- PAR. 34        Director Cottonaro reported on the winner of the library bag art contest and reported that 5000 bags have been ordered for a cost of \$5,000.
- PAR. 35        She also asked the board for a choice of action regarding the Strategic Planning proposal.
- PAR. 36        President McKendree asked Director Cottonaro to put the item of Strategic Planning  
\*\* review on the agenda for the May 24, 2016 Committee of the Whole meeting.
- PAR. 37        Director Cottonaro reported that further inspection of the seepage in both elevators was  
\*\* set for today and that she would keep the board informed.
- PAR. 38        President McKendree would like to have a library table at the Alsip Fun Fest and  
\*\* Director Cottonaro informed the board she will be out of town during that time, but the library could have staff and trustees rotating every hour so it wouldn't be exhausting.
- PAR. 39        **UNFINISHED BUSINESS:** Director Cottonaro asked for approval of a proposal from C. J. Erikson to provide labor and materials to perform repair work to the sump pump.
- PAR. 40        Motion made by President McKendree, seconded by Trustee Buergel, to approve the proposal from C.J. Erikson for sump pump repairs in the amount of \$2,800.00, as presented. Roll #2 was called. Voting was 'Aye' by Trustee Buergel, Ceretto, Engelbrecht, Schneider, and President McKendree. Motion carried. 5 – 0.
- PAR. 41        Director Cottonaro asked for approval of the proposals from Astoria Building Services to clean the inside and outside windows.
- PAR. 42        Motion made by President McKendree, seconded by Trustee Ceretto, to approve the proposals from Astoria Building Services in the amount of \$1,200.00, as presented. Roll #3 was called. Voting was 'Aye' by Trustee Buergel, Ceretto, Engelbrecht, Schneider, and President McKendree. Motion carried. 5 – 0.
- PAR. 43        **NEW BUSINESS:** No Report.
- PAR. 44        **PUBLIC DISCUSSION:** Ms. Ruiz, Adult Librarian at the Alsip-Merrionette Park Library announced her retirement date as June 2, 2016. She handed out two program brochures and a spreadsheet of all the programming she has prepared from September 2015 through August 2016. She went on to ask the board to please take a closer look at what each staff member does at the library.

PAR. 45 President McKendree, along with other board members thanked Ms. Ruiz and wished her good luck and a happy retirement.

PAR. 46 Motion made by Trustee Ceretto and Trustee Buerger, seconded by Trustee Schneider, to adjourn the meeting at 8:59 pm. Motion carried by voice vote 5 - 0.

MARY JANE SCHNEIDER, SECRETARY

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ALSIP-MERRIONETTE PARK  
PUBLIC LIBRARY DISTRICT  
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APPROVED-AMENDED \_\_\_\_\_ DATE \_\_\_\_\_

/car \*\* Denotes follow-up required