

MINUTES
ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
June 14, 2016

- PAR. 1 The regular monthly meeting of the ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES was called to order at 7:40 pm by President McKendree. Roll was called. Present were Trustees Buergel, Ceretto, Engelbrecht, Dujsik, Olson, Schneider, and President McKendree. A quorum was present. Ms. Cottonaro, Director; Ms. Regan, Business Manager; Ms. Malysa, Youth Services Manager; Ms. Pajor, Adult Services Manager; Ms. Sandra Leyva, Patron Services Manager; Ms. Susana Leyva, Technical Services Manager; Mr. Poremba, Mr. Glavin, and public were also in attendance.
- PAR. 2 The Pledge of Allegiance was recited.
- PAR. 3 **MINUTES:** The minutes of the May 10, 2016 regular board meeting were presented for disposition.
- PAR. 4 Motion made by Trustee Ceretto, seconded by Trustee Buergel, to approve the minutes of May 10, 2016, as presented. Motion carried by voice vote 7 – 0.
- PAR. 5 **ATTORNEY’S REPORT:** No Report.
- PAR. 6 **OFFICERS’ REPORTS:**
- PAR. 7 **PRESIDENT’S REPORT:** No Report.
- PAR. 8 **VICE PRESIDENT:** No Report.
- PAR. 9 **SECRETARY:** No Report.
- PAR. 10 **TREASURER:** The Treasurer’s Report dated May 2016 was presented for approval.
- PAR. 11 Motion made by Trustee Buergel, seconded by Trustees Schneider and Olson, to place on file the Treasurer’s Report dated May 2016, as presented. Motion carried by voice vote 7 – 0.
- PAR. 12 **FINANCE:** A list of bills dated June 14, 2016 was presented for payment.
- PAR. 13 Motion made by Trustee Ceretto, seconded by Trustee Dujsik, to approve the payment of the June 14, 2016 invoices in the amount of \$152,250.09 as presented. Roll #1 was called. Voting was ‘Aye’ by Trustee Buergel, Ceretto, Dujsik, Engelbrecht, Olson, Schneider, and President McKendree. Motion carried. 7 – 0.
- PAR. 14 The minutes of the Committee of the Whole meeting on May 24, 2016 were presented for disposition.

- PAR. 15 Motion made by Trustee Ceretto, seconded by Trustee Olson, to approve the minutes of the Committee of the Whole meeting on May 24, 2016, as presented. Motion carried by voice vote 7 – 0.
- PAR. 16 Director Cottonaro handed out a tentative working budget for Fiscal Year 2016 – 2017 for board review.
- PAR. 17 It was the consensus of the board to accept the tentative working budget for Fiscal Year 2016 -2017.
- PAR. 18 **BUILDING & GROUNDS:** Trustee Schneider reported that President McKendree, Trustee Olson, Director Cottonaro and herself met with Mr. Erikson of Roy Erikson’s Outdoor Maintenance to discuss the library landscaping.
- PAR. 19 She distributed notes from the meeting to all trustees.
- PAR. 20 President McKendree encouraged all trustees to review the landscaping notes and come
** prepared to vote at the next regular board meeting July 12, 2016.
- PAR. 21 **POLICY:** No Report.
- PAR. 22 **BY-LAWS:** No Report.
- PAR. 23 **PUBLIC RELATIONS:** No Report.
- PAR. 24 **PERSONNEL:** No Report.
- PAR. 25 **TRUSTEE EDUCATION:** Trustee Engelbrecht reported that he attended the Area Training for Librarians and Staff (ATLAS) Annual Trustee Workshop on May 15, 2016 at the Crete Library.
- PAR. 26 President McKendree asked Director Cottonaro if there are any upcoming workshops for trustees.
- PAR. 27 Director Cottonaro replied that there are and would pass all information regarding trustee workshops along to all trustees as she receives it.
- PAR. 28 **INSURANCE:** No Report.
- PAR. 29 **AD HOC COMMITTEE REPORTS:**
- PAR. 30 **HISTORY COMMITTEE:** No Report.
- 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 waterproofing has been completed for both elevator shafts.

- PAR. 33 Director Cottonaro reported the maintenance dept and herself met with All Industrial Electric for pricing on various electrical projects still outstanding.
- PAR. 34 She also informed the board that Ms. Malysa, Youth Services Manager is having a few shelves installed to the toddler book section.
- PAR. 35 Director Cottonaro reported that summer reading is under way and that the youth department has had an overwhelmingly positive response to the changes made this year, allowing children and their parents to attend programs on a first-come, first serve basis.
- PAR. 36 Director Cottonaro commended Ms. Bronkala for her idea to make a music video promoting summer reading. She went on to explain the health theme of summer reading and that Ms. Bronkala changed the words to Olivia Newton John's "Let's Get Physical" to "Let's Get Fictional". Ms. Bronkala encouraged all staff to participate in the video. Director Cottonaro stated the video can be found on the library website, YouTube, Facebook and on the library's in-house TV's.
- PAR. 37 Director Cottonaro reported on the FLSA exempt employee mandate and advised raising staff members who are currently under the salary threshold for this year, giving administration time to properly plan and implement any policy changes.
- PAR. 38 President McKendree asked Director Cottonaro if she had received the estimate for the new outdoor area.
- PAR. 39 Director Cottonaro replied she had, but that she received it too late for this board meeting and would make sure to include it on the next regular board meeting agenda, July 12, 2016.
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- PAR. 40 President McKendree commented on the large attendance of 146 people to the Mexican Mariachi Band performance.
- PAR. 41 Trustee Olson asked Ms. Malysa when the chickens will be arriving at the library.
- PAR. 42 Ms. Malysa reported that the unhatched eggs will arrive Friday, June 17th and the outdoor chickens will be here the week of July 11th.
- PAR. 43 President McKendree asked Ms. Pajor how attendance is going for the teen programs.
- PAR. 44 Ms. Pajor reported that Teen Librarian Mr. Ayala has been diligently promoting the library at various local high schools and that his best attendance has been during gaming nights. She went on to say that the average attendance is between 10 – 15 teens.
- PAR. 45 **UNFINISHED BUSINESS:** Director Cottonaro asked the board to ratify the action of having Kone Elevator repair the rear staff elevator door with 1 infrared door detector in the amount of \$1,985.00, as presented.
- PAR. 46 Motion made by Trustee Ceretto, seconded by Trustee Buergel, to ratify the action of

having Kone Elevator repair the rear staff elevator door with 1 infrared door detector in the amount of \$1,985.00, as presented. Roll #2 was called. Voting was 'Aye' by Trustee Buergel, Ceretto, Dujsik, Engelbrecht, Olson, Schneider, and President McKendree. Motion carried. 7 – 0.

- PAR. 47 **NEW BUSINESS:** Director Cottonaro asked for approval of the Fiscal Year 2016 – 2017 Board Meeting Dates.
- PAR. 48 Motion made by Trustee Olson, seconded by Trustee Dujsik, to approve the Fiscal Year 2016 – 2017 Board Meeting Dates, as presented. Roll #3 was called. Voting was 'Aye' by Trustee Buergel, Ceretto, Dujsik, Engelbrecht, Olson, Schneider, and President McKendree. Motion carried. 7 – 0.
- PAR. 49 Director Cottonaro presented for approval, Ordinance No. 16-6-1, AN ORDINANCE OF THE ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT MAKING A DETERMINATION OF THE PREVAILING WAGE.
- PAR. 50 Motion made by President McKendree, seconded by Trustee Ceretto, to approve Ordinance No. 16-6-1, AN ORDINANCE OF THE ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT MAKING A DETERMINATION OF THE PREVAILING WAGE, as presented. Roll #4 was called. Voting was 'Aye' by Trustee Buergel, Ceretto, Dujsik, Engelbrecht, Olson, Schneider, and President McKendree. Motion carried. 7 – 0.
- PAR. 51 Director Cottonaro presented for approval, Ordinance No. 16-6-2, AN ANNUAL ORDINANCE AUTHORIZING ALSIP-MERRIONETTE PARK PUBLIC LIBRARY NON-RESIDENT CARDS.
- PAR. 52 Motion made by Trustee Ceretto, seconded by Trustee Engelbrecht to approve Ordinance No. 16-6-2, AN ANNUAL ORDINANCE AUTHORIZING ALSIP-MERRIONETTE PARK PUBLIC LIBRARY NON-RESIDENT CARDS, as presented. Roll #5 was called. Voting was 'Aye' by Trustee Buergel, Ceretto, Dujsik, Engelbrecht, Olson, Schneider, and President McKendree. Motion carried. 7 – 0.
- PAR. 53 Director Cottonaro presented a maintenance contract from National Heat & Power for the Fiscal Year 2016 – 2017.
- PAR. 54 Motion made by President McKendree, seconded by Trustee Ceretto and Trustee Dujsik, to approve the maintenance contract from National Heat & Power for the Fiscal Year 2016 – 2017 in the amount of \$8,663.00, as presented. Roll #6 was called. Voting was 'Aye' by Trustee Buergel, Ceretto, Dujsik, Engelbrecht, Olson, Schneider, and President McKendree. Motion carried. 7 – 0.
- PAR. 55 Director Cottonaro presented for approval a proposal from Roy Erikson Outdoor Maintenance to clean, crackfill, sealcoat and restripe the library's parking lot.
- PAR. 56 Motion made by Trustee Dujsik, seconded by Trustee Ceretto, to approve the proposal

from Roy Erikson Outdoor Maintenance to clean, crackfill, sealcoat and restripe the library's parking lot in the amount of \$4,158.38, as presented. Roll #7 was called. Voting was 'Aye' by Trustee Buergel, Ceretto, Dujsik, Engelbrecht, Olson, Schneider, and President McKendree. Motion carried. 7 – 0.

PAR. 57 President McKendree mentioned a letter from the Alsip Park District seeking monetary donations for their annual Fun Fest.

PAR. 58 No motion was made.

PAR. 59 **PUBLIC DISCUSSION:** Mr. Glavin, a resident of Merrionette Park would like to share his World War II stories with the library.

PAR. 60 President McKendree suggested Ms. Pajor take his name and number and help him in any way she can.

PAR. 61 President McKendree called to move to executive session in compliance with the Illinois Open Meetings Act, 5 ILCS 120/2 to discuss personnel.

PAR. 62 Motion made by Trustee Ceretto, seconded by Trustee Dujsik and Trustee Olson, to move to executive session at 8:52 pm. Motion carried by voice vote. 7 – 0.

PAR. 63 President McKendree moved to adjourn the executive session at 8:56 pm and called the regular board meeting to order. All trustees were present.

PAR. 64 Motion made by Trustee Dujsik, seconded by President McKendree, to approve the Personnel Committees recommendation for salary adjustments for director and staff for the Fiscal Year 2016 – 2017, as presented. Roll #8 was called. Voting was 'Aye' by Trustee Buergel, Ceretto, Dujsik, Engelbrecht, Olson, Schneider, and President McKendree. Motion carried. 7 – 0.

PAR. 65 Motion made by Trustee Dujsik, seconded by Trustee Schneider, to adjourn the meeting at 8:59 pm. Motion carried by voice vote 7 - 0.

MARY JANE SCHNEIDER, SECRETARY

ALSIP-MERRIONETTE PARK
PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES

APPROVED-AMENDED _____ DATE _____

/car ** Denotes follow-up required