

MINUTES
ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
August 9, 2016

- PAR. 1 The regular monthly meeting of the ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES was called to order at 7:02 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; Mr. Poremba, and Ms. Daddona, 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 July 12, 2016 regular board meeting were presented for disposition.
- PAR. 5 Motion made by Trustee Dujsik, seconded by Trustee Olson, to approve the minutes of July 12, 2016, as presented. Motion carried by voice vote 6 – 0.
- PAR. 6 The minutes for the Fiscal Year 2015 – 2016 audit were presented for disposition.
- PAR. 7 Motion made by Trustee Olson, seconded by Trustee Dujsik, to place on file the minutes of the Fiscal Year 2015 – 2016 audit, as presented. Motion carried by voice vote 6 – 0.
- PAR. 8 Trustee Dujsik reminded the board that the executive minutes for the Fiscal Year 2015-2016 still need to be created and approved.
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- PAR. 9 **ATTORNEY’S REPORT:** Director Cottonaro presented Ordinance 16-9-3, An Ordinance Providing for a Budget and Appropriations for the Fiscal Year Beginning On July 1, 2016 and Ending on June 30, 2017 for the Alsip-Merrionette Park Public Library District.
- PAR. 10 Motion made by Trustee Ceretto, seconded by Trustee Buergel, to approve Ordinance 16-9-3, An Ordinance Providing for a Budget and Appropriations for the Fiscal Year Beginning On July 1, 2016 and Ending on June 30, 2017 for the Alsip-Merrionette Park Public Library District, as presented. Roll #1 was called. Voting was ‘Aye’ by Trustees Buergel, Ceretto, Dujsik, Engelbrecht, Olson and President McKendree. No ‘Nays’. Motion carried 6 – 0.

- PAR. 11 **OFFICERS' REPORTS:**
- PAR. 12 **PRESIDENT'S REPORT:** President McKendree commented on all the wonderful
 ** pictures posted to the library's Facebook account. She again encouraged all trustees to
 create a Facebook account and share the library's information.
- PAR. 13 President McKendree would like a By-Law Committee meeting set in the near future.
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- PAR. 14 **VICE PRESIDENT:** No Report.
- PAR. 15 **SECRETARY:** No Report.
- PAR. 16 **TREASURER:** The Treasurer's Report dated July 2016 was presented for approval.
- PAR. 17 Motion made by Trustee Ceretto, seconded by Trustees Buergel, to place on file the
 Treasurer's Report dated July 2016, as presented. Motion carried by voice vote 6 – 0.
- PAR. 18 **FINANCE:** A list of bills dated August 9, 2016 was presented for payment.
- PAR. 19 Motion made by President McKendree, seconded by Trustee Ceretto and Trustee
 Engelbrecht, to approve the payment of the August 9, 2016 invoices in the amount of
 \$144,949.05 as presented. Roll #2 was called. Voting was 'Aye' by Trustee Buergel,
 Ceretto, Dujsik, Engelbrecht, Olson, and President McKendree. No 'Nays'.
 Motion carried. 6 – 0.
- PAR.20 Ms. Regan presented a late bill from Louis F. Cainkar, LTD., for payment.
- PAR.21 Motion made by President McKendree, seconded by Trustee Ceretto and Trustee Olson,
 to approve the payment of the late bill from Louis F. Cainkar, LTD., in the amount of
 \$712.50, 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. 22 **BUILDING & GROUNDS:** President McKendree stated that due to the extremely hot
 weather, the board would like to delay the sealcoating of the parking lot until the cooler
 fall weather. Ms. Regan will contact Roy Erikson Outdoor Maintenance and relay the
 message.
- PAR. 23 President McKendree asked Ms. Regan to also get a cost breakdown from Roy Erikson
 Outdoor Maintenance for all the new plants that were suggested for the library's
 landscape.
- PAR. 24 Director Cottonaro reported that after several attempts to reach All Industrial Electric
 ** regarding the remaining electrical issues, she still has not received a call back.
- PAR. 25 Director Cottonaro reported that due to the constant clogging of the public bathrooms,
 she suggests the library move forward with the proposal from C.J. Erikson to have the
 ejector pump pit flushed.

- PAR. 26 It was the consensus of the board to approve Director Cottonaro moving forward with the
** proposal from C.J. Erikson to have the ejector pump pit flushed.
- PAR. 27 **POLICY:** Trustee Olson set a Policy Committee meeting for September 20, 2016 at
1:00 pm. Ms. Regan will mail reminders to President McKendree, Trustee Olson and
Trustee Engelbrecht.
- PAR. 28 **BY-LAWS:** No Report.
- PAR. 29 **PUBLIC RELATIONS:** President McKendree commented on the wonderful comments
for the chair yoga program. She went on to acknowledge and commend Ms. Wendy Roe
and Ms. Jennifer Cutshall for the positive comments received.
- PAR. 30 President McKendree suggested supplying the yoga instructors name to the Alsip Park
District, in case they may be interested in providing yoga classes for the public.
- PAR. 31 Director Cottonaro reported receiving a phone call from a patron commending Ms.
Cynthia Blietz, Ms. Gloria Boyle, and Ms. Katie Egan for their services.
- PAR. 32 President McKendree asked if it would be possible for the youth department to create
bookmarks listing separate age group programs for the patrons.
- PAR. 33 Director Cottonaro replied that she would look into it.
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- PAR. 34 **PERSONNEL:** Trustee Dujsik set a Personnel Committee meeting for September 27,
2016 at 1:00 pm. Ms. Regan will mail reminders to all board members.
- PAR. 35 **TRUSTEE EDUCATION:** Trustee Dujsik asked Director Cottonaro to confirm his
** attendance at the Illinois Library Association Annual Trustee Day on October 20, 2016 in
Rosemont, IL.
- PAR. 36 Director Cottonaro suggested Trustee Dujsik try to register online, reminding him
that all board members have their own login information. She went on to say that if he
has any problem to feel free to contact her.
- PAR. 37 **INSURANCE:** No Report.
- PAR. 38 **AD HOC COMMITTEE REPORTS:**
- PAR. 39 **HISTORY COMMITTEE:** Trustee Engelbrecht reported meeting with President
McKendree for a History Committee meeting on August 4, 2016. He handed out the
minutes of the meeting to all board members for approval.
- PAR. 40 He went on to report that the History Committee recommends the Adult Services
** department offer three separate programs in the spring and summer of 2017 dealing with
history. The three topics are: World War I (since 2017 is the centennial), An Overview of
the Geological and Geographic Development of the Region and An Introduction to
Genealogy and Family History.

- PAR. 41 President McKendree stated that Trustee Engelbrecht would like to lead the program on World War I.
- PAR. 42 Motion made by Trustee Dujsik, seconded by Trustee Olson, to place on file the minutes of the August 4, 2016 History Committee meeting, as presented. Motion carried by voice vote. 6 – 0.
- PAR. 43 **LIBRARY DIRECTOR’S REPORT:** Director Cottonaro presented her report, of which most items had been previously discussed.
- PAR. 44 Director Cottonaro reported on the new liquor license law for library districts, stating that the library is now allowed to serve alcohol at their events.
- PAR. 45 Director Cottonaro reported that she had met with a representative of Chicago Office Technology Group (COTG) and was informed that the library could upgrade the existing Xerox copiers to newer machines at a lower cost.
- PAR. 46 Motion made by Trustee Ceretto, seconded by Trustee Olson, to establish a new copier lease for 60 months with Chicago Office Technology Group resulting in upgraded Xerox copy machines and a cost savings for the library, as presented by Director Cottonaro. Roll #4 was called. Voting was ‘Aye’ by Trustees Buerger, Ceretto, Dujsik, Olson and President McKendree. ‘Nay’ by Trustee Engelbrecht. Motion carried 5 – 1.
- PAR. 47 Director Cottonaro reported that she is currently working on the Illinois Public Library Annual Report (IPLAR) along with department managers which is due September 30, 2016. She expects to have it completed by August 15, 2016.
- PAR. 48 Director Cottonaro also announced that Area Training for Librarians and Staff (ATLAS) has been planning workshops for the new fiscal year. The first will be hosted by Alsip-Merrionette Park Library on September 21, 2016.
- PAR. 49 She also reported that she has been working with the Alsip Link and Leverage Group. A group focused on bringing the people of the community together.
- PAR. 50 Director Cottonaro went on to report that the library’s Patron Services department and Technical Services department are going to be merged once again. She reported that some staff appear to be apprehensive about the merge and she is emphasizing transparency and communication throughout the process.
- PAR. 51 **UNFINISHED BUSINESS:** Director Cottonaro handed out current data collected from the library’s community survey and went on to report that the library had 110 responses not including those distributed in paper copy to the Heritage I & II. She went on to report that focus groups will be the next step with scheduling being in September 2016.

- PAR. 52 President McKendree asked Director Cottonaro if she would look into having the
 ** library's community survey put on the Village of Merrionette Park's website.
- PAR. 53 Director Cottonaro replied she would look into it.
- PAR. 54 Director Cottonaro asked for approval to purchase two new bilingual AWE machines for
 the Youth Service department.
- PAR. 55 Motion made by Trustee Olson, seconded by Trustee Engelbrecht, to purchase two new
 bilingual AWE machines for the Youth Service department in the amount of \$7,200.00,
 as presented. Roll #5 was called. Voting was 'Aye' by Trustee Buergel, Ceretto, Dujsik,
 Engelbrecht, Olson and President McKendree. No 'Nays'. Motion carried. 6 – 0.
- PAR. 56 **NEW BUSINESS:** Director Cottonaro asked for approval to close the library on Friday,
 December 2, 2016 for the ATLAS Multi-Library Staff In-Service day at the Tinley Park
 Convention Center.
- PAR. 57 Motion made by President McKendree, seconded by Trustee Ceretto, to approve closing
 the library until 1:00 pm on December 2, 2016 to allow staff to attend the ATLAS Multi-
 Library Staff In-Service day at the Tinley Park Convention Center, as presented. Roll #6
 was called. Voting was 'Aye' by Trustee Buergel, Ceretto, Dujsik, Engelbrecht, Olson,
 and President McKendree. No 'Nays'. Motion carried. 6 – 0.
- PAR. 58 **PUBLIC DISCUSSION:** Ms. Mary Daddona of the Alsip Beautification Committee
 asked if the library would like to help promote their annual fall fundraiser.
- PAR. 59 It was the consensus of the board to agree to help promote the Alsip Beautification
 Committee's Annual Mum Sale.
- PAR. 60 Mr. Poremba asked about the new library bags and where exactly did the artwork come
 from.
- PAR. 61 Director Cottonaro explained that the library had a contest and that particular artwork
 won.
- PAR. 62 Motion made by Trustee Ceretto, seconded by Trustee Buergel, to adjourn the meeting at
 8:22 pm. Motion carried by voice vote 6 - 0.

GERALD DUJSIK, SECRETARY PRO-TEM

ALSIP-MERRIONETTE PARK
 PUBLIC LIBRARY DISTRICT
 BOARD OF TRUSTEES

APPROVED-AMENDED _____ DATE _____

/car ** Denotes follow-up required