

MINUTES
ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
December 8, 2015

- PAR. 1 The regular monthly meeting of the ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES was called to order at 7:32 pm by President McKendree. Roll was called. Present were Trustees Ceretto, Dujsik, Engelbrecht, Olson, Schneider and President McKendree. Absent was Trustee Buerger. A quorum was present. Ms. Cottonaro, Director; Ms. Regan, Business Manager; Ms. Pajor, Adult Services Manager; Ms. Malysa, Youth Services Manager; Ms. Leyva, Patron Services Manager; and Mr. Poremba, public, were in attendance.
- PAR. 2 The Pledge of Allegiance was recited.
- PAR. 3 **MINUTES:** The minutes of the November 10, 2015 regular board meeting were presented for disposition.
- PAR. 4 Motion made by Trustee Dujsik, seconded by Trustee Olson, to approve the minutes of November 10, 2015, 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 commended all staff on the success of the October 19 Super Science Night program. She said it was an awesome night and that she enjoyed helping at the microscope table.
- PAR. 8 Ms. Malysa said the library was planning on having another hands-on science night in March 2016.
- PAR. 9 **VICE PRESIDENT:** No Report.
- PAR. 10 **SECRETARY:** No Report.
- PAR. 11 **TREASURER:** The Treasurer’s Report dated November 2015 was presented for approval.
- PAR. 12 Director Cottonaro reported that the new bank account paperwork will be ready for review and approval at the January 2016 regular board meeting.
**
- PAR. 13 President McKendree is looking into the possibility of investing in a certificate of deposit from the Standard Bank of Blue Island, IL.
- PAR. 14 President McKendree said she would email Director Cottonaro regarding contact information for the Standard Bank of Blue Island, IL. for follow-up.
**

- PAR. 15 Motion made by Trustee Dujsik, seconded by President McKendree, to place on file the Treasurer's Report dated November 2015, as presented. Motion carried by voice vote 6 – 0.
- PAR. 16 **FINANCE:** A list of bills dated December 18, 2015 was presented for payment.
- PAR. 17 Motion made by Trustee Engelbrecht, seconded by Trustee Schneider, to authorize and approve payment of the December 8, 2015 bills in the amount of \$176,367.23, as presented. Roll #1 was called. Voting was 'Aye' by Trustee Ceretto, Dujsik, Engelbrecht, Olson, Schneider and President McKendree. No 'Nays'. Motion carried 6 – 0.
- PAR. 18 A late bill from U.S.Bank was presented for payment.
- PAR. 19 Motion made by President McKendree, seconded by Trustee Ceretto, to authorize and approve payment of the late bill from U.S.Bank in the amount of \$2,941.06, as presented. Roll #2 was called. Voting was 'Aye' by Trustee Ceretto, Dujsik, Engelbrecht, Olson, Schneider and President McKendree. No 'Nays'. Motion carried 6 – 0.
- PAR. 20 **BUILDING & GROUNDS:** Trustee Schneider asked all trustees to please arrive one hour early to the next regular board meeting on January 12, 2016 to finish the interior library walk-through. She asked Ms. Regan to add the early arrival to the mailed board meeting reminders.
**
- PAR. 21 **POLICY:** Director Cottonaro asked for approval of the 2016 calendar of holidays and days closed.
- PAR. 22 President McKendree suggested the Policy Committee be prepared to set a policy meeting date at the next regular board meeting on January 12, 2016. She said the 2016 calendar will be reviewed by the committee.
**
- PAR. 23 **BY-LAWS:** No Report.
- PAR. 24 **PUBLIC RELATIONS:** Trustee Engelbrecht reported on the Friends of the Library tailgate party. He said the food was delicious. He reported that there was a problem of not being able to view the game, but the few people that showed up were able to listen to the game via the radio.
- PAR. 25 Trustee Olson suggested having TV's and cable installed in the two meeting rooms for future use.
**
- PAR. 26 President McKendree suggested contacting the Alsip Park District to see what kind of deal they received.
**
- PAR. 27 President McKendree would like the Adult Services department to start showing more movies. She went on to ask Ms. Malysa if the Youth department still shows children movies.
- PAR. 28 Ms. Malysa replied that they do not. She says the children just show up and eat any treats being served and leave. She further stated that it was not worth the cost of the movie

licensing fee.

PAR. 29 Trustee Engelbrecht left the room at 8:26 pm.

PAR. 30 Trustee Engelbrecht returned at 8:27 pm.

PAR. 31 President McKendree and Trustee Olson commented that the library's Winter Newsletter looks awesome. Trustee Olson said the illustrations were wonderful and went well with all the articles.

PAR. 32 Trustee Ceretto would like adult services to keep working on increasing the adult
** programming.

PAR. 33 Trustee Ceretto went on to suggest removing the word 'club' from the Knit and Crochet get together. She said it makes it sound like it's not open to everyone.

PAR. 34 Trustee Ceretto also suggested watching the timing of the newsletter mailing due to some of the programs had already passed by the time she received the newsletter in the mail.

PAR. 35 President McKendree would also like to see the quilting program back at the library.
**

PAR. 36 **PERSONNEL:** No Report.

PAR. 37 **TRUSTEE EDUCATION:** President McKendree asked trustees if they had received their copy of the 'Voice' Newsletter from the United for Libraries Group.

PAR. 38 All present trustees replied they had.

PAR. 39 **INSURANCE:** No Report.

PAR. 40 **AD HOC COMMITTEE REPORTS:**

PAR. 41 **HISTORY COMMITTEE:** No Report.

PAR. 42 **LIBRARY DIRECTOR'S REPORT:** Director Cottonaro presented her report, of which most items had been previously discussed.

PAR. 43 Director Cottonaro stated due to the lack of interest, the Friends Group has been suspended for the time being.

PAR. 44 Director Cottonaro reported that the maintenance department hung the wreath, purchased the holiday tree from Home Depot for the Pulaski windows and that Ms. Avalos and Ms. Neary did a beautiful job decorating it.

PAR. 45 She further reported that the library donated printed DVD rental coupons to the Alsip Chamber's Holidays on Pulaski event to include in their giveaway bags.

PAR. 46 Director Cottonaro presented a new postcard created by Patron Services Manager, Ms. Leyva reminding patrons to renew their library card.

- PAR. 47 Director Cottonaro reminded trustees of their part of the Per Capita requirement this year to read and discuss Chapter 5 (Technology) of Serving Our Public 3.0. She copied the section for all trustees to read.
- PAR. 48 Trustee Engelbrecht again asked about the electrical issues with the building.
- PAR. 49 Director Cottonaro replied that she will place another call to Moran Electric and report back to the board.
**
- PAR. 50 Trustee Ceretto would like the Adult Services monthly report to separate the Teen reporting from the Adult reporting.
**
- PAR. 51 President McKendree would like to see a fiscal year-end report from Patron Services for the Circulation Statistics and Usage.
**
- PAR. 52 **UNFINISHED BUSINESS:** Director Cottonaro asked for approval to remove the three 15 minute express computers and relocate one of them to an area near the adult services information desk.
- PAR. 53 Motion made by President McKendree, seconded by Trustees Ceretto and Schneider, to approve the removal of the three 15 minute express computers and relocating one of them near the adult services information desk and to disable all printing functions.
- PAR. 54 Trustee Dujsik announced that he is opposed to this motion.
- PAR. 55 A lively discussion ensued.
- PAR. 56 Roll #3 was called. Voting was ‘Aye’ by Trustee Ceretto, Engelbrecht, Schneider, and President McKendree. ‘Nay’ by Trustee Dujsik and Olson. Motion carried 4 – 2.
- PAR. 57 Director Cottonaro requested more direction from the trustees on selecting a source to provide a library mural.
- PAR. 58 President McKendree suggested library staff visit the Alsip Park District to view their murals.
- PAR. 59 Director Cottonaro reported that the ‘Pack Tite’ is still not available at this time and will keep an eye out for one.
- PAR. 60 **NEW BUSINESS:** Director Cottonaro asked for permission to allow ‘Food for Fines’ between December 13 and 19.
- PAR. 61 Motion made by Trustee Ceretto, seconded by Trustee Schneider and Olson, to approve

allowing 'Food for Fines' an event allowing district library patrons to pay towards their fines with unexpired non-perishable food, with a limit up to \$5.00 per patron. Roll #4 was called. Voting was 'Aye' by Trustee Ceretto, Dujsik, Engelbrecht, Olson, Schneider, and President McKendree. No 'Nays'. Motion carried 6 – 0.

PAR. 62 Director Cottonaro asked for approval to allow the Alsip Chamber of Commerce to use the library's parking lot between 5:00 - 9:00 pm on Friday, December 11, 2015 for part of their Holidays on Pulaski event.

PAR. 63 Motion made by President McKendree, seconded by Trustee Olson, to give permission to the Alsip Chamber of Commerce to use the library's parking lot between 5:00 - 9:00 pm on December 11, 2015 as part of their Holidays on Pulaski event, as presented. Roll #5 was called. Voting was 'Aye' by Trustee Ceretto, Dujsik, Engelbrecht, Olson, Schneider, and President McKendree. No 'Nays'. Motion carried 6 – 0.

PAR. 64 Trustee Dujsik mentioned that the St. Terrence choir will be performing at the Title Max for the Holidays on Pulaski event.

PAR. 65 **PUBLIC DISCUSSION:** No Report.

PAR. 66 Motion made by Trustee Ceretto, seconded by Trustee Dujsik, to adjourn the meeting at 9:39 pm. Motion carried by voice vote 6 - 0.

MARY JANE SCHNDEIDER, SECRETARY

ALSIP-MERRIONETTE PARK
PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES

APPROVED-AMENDED _____ DATE _____

/car ** Denotes follow-up required