

MINUTES  
ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
December 13, 2016

- PAR. 1 The regular monthly meeting of the ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES was called to order at 7:01 pm by Vice President Buergel. Roll was called. Present were Trustees Buergel, Dujsik, Engelbrecht, Olson and Schneider. Absent were Trustee Ceretto and President McKendree. A quorum was present. Director Cottonaro, Ms. Regan, Business Manager; Ms. Pajor, Adult Services Manager; Ms. Malysa, Youth Services Manager; and Ms. Leyva, Patron Services Manager were also in attendance. No public was in attendance.
- PAR. 2 In the absence of Board President McKendree, Vice-President Buergel chaired the meeting.
- PAR. 3 The Pledge of Allegiance was recited.
- PAR. 4 **MINUTES:** The minutes of the November 8, 2016 regular board meeting were presented for disposition.
- PAR. 5 Motion made by Trustee Dujsik, seconded by Trustee Olson, to approve the minutes of November 8, 2016, as presented. Motion carried by voice vote 5 – 0.
- PAR. 6 **ATTORNEY’S REPORT:** Director Cottonaro presented for approval *ORDINANCE NO. 16-12-5 ENTITLED; AN ORDINANCE OF THE ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT RELATED TO THE REIMBUREMENT OF TRAVEL, MEALS, AND LODGING EXPENSES.*
- PAR. 7 Motion made by Trustee Schneider, seconded by Trustee Buergel, to accept and place on file *ORDINANCE NO. 16-12-5 ENTITLED; AN ORDINANCE OF THE ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT RELATED TO THE REIMBUREMENT OF TRAVEL, MEALS, AND LODGING EXPENSES,* as presented. Roll #1 was called. Voting was ‘AYE’ by Trustee Buergel, Dujsik, Engelbrecht, Olson and Schneider No ‘NAYS’. Motion carried 5 – 0.
- PAR. 8 **OFFICERS’ REPORTS:**
- PAR. 9 **PRESIDENT’S REPORT:** No Report.
- PAR. 10 **VICE PRESIDENT:** No Report.
- PAR. 11 **SECRETARY:** No Report.
- PAR. 12 **TREASURER:** The Treasurer’s Report dated November 2016 was presented for approval.

- PAR. 13 Motion made by Trustee Dujsik, seconded by Trustees Olson, to place on file the Treasurer's Report dated November 2016, as presented. Motion carried by voice vote 5 – 0.
- PAR. 14 **FINANCE:** A list of bills dated December 13, 2016 was presented for payment.
- PAR. 15 Trustee Dujsik suggested a portion of the working cash money be transferred to the library's investment account with PMA Financial Network.
- PAR. 16 He asked Director Cottonaro to add the item on the January 10, 2017 regular  
\*\* board meeting.
- PAR. 17 Motion made by Trustee Engelbrecht, seconded by Trustee Dujsik, to approve the payment of the December 14, 2016 invoices in the amount of \$164,292.29, as presented. Roll #2 was called. Voting was 'Aye' by Trustee Buerger, Dujsik, Engelbrecht, Olson and Schneider. No 'Nays'. Motion carried. 5 – 0.
- PAR. 18 **BUILDING & GROUNDS:** Director Cottonaro reported that she has received a quote for work needed on the electrical Leviton box and is waiting for an additional quote for all other electrical issues. She went on to say that she hoped to have the estimates ready for approval at the January 10, 2017 regular board meeting.
- PAR. 19 Trustee Engelbrecht asked if Ms. Regan to inquire as to the cost of having the cleaning company include Sunday nights as part of their cleaning schedule.
- PAR. 20 Ms. Regan replied she would contact the cleaning company and supply an estimate for  
\*\* board review.
- 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:** No Report.
- PAR. 26 **INSURANCE:** No Report.
- PAR. 27 **AD HOC COMMITTEE REPORTS:**
- PAR. 28 **HISTORY COMMITTEE:** Trustee Engelbrecht reported that he is still working with Librarian Sussan Navabi from the Adult Services department regarding his World War I program on April 6, 2017. He also handed out a typed notice and asked Ms. Pajor to include it in the Spring 2017 Newsletter.

- PAR. 29        **LIBRARY DIRECTOR’S REPORT:** Director Cottonaro presented her report. Most items had been discussed. Her report was placed on file.
- PAR. 30        Director Cottonaro informed the board that the youth department would be filling empty staff positions.
- PAR. 31        Director Cottonaro also reported that a federal court judge issued a preliminary injunction that temporarily blocks the U.S. Department of Labor from implementing the new Fair Labor Standards Act rules nationwide. These rules were set to become effective on December 1, 2016.
- PAR. 32        She went on to report that our library is already compliant and that she would keep the board informed as new information is received.
- PAR. 33        Director Cottonaro presented a draft of the Annual Financial Report for the year ending June 30, 2016 from Knutte & Associates, P.C.
- PAR. 34        She asked the trustees if they had any questions. There were none.
- PAR. 35        She asked all trustees to please review the audit.  
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- PAR. 36        Trustee Engelbrecht rescheduled the memory lab demonstration from the Adult Services department for the trustees on January 10, 2017 at 6:00 pm, one hour before the regular monthly board meeting.
- PAR. 37        Ms. Regan will add a reminder to the regular monthly meeting notice.
- PAR. 38        **UNFINISHED BUSINESS:** Director Cottonaro asked the board to ratify the board action to have Roy Erikson Outdoor Maintenance furnish and install mulch around the library’s landscaping.
- PAR. 39        Motion made by Trustee Olson, seconded by Trustee Dujsik, to approve and ratify the action of having Roy Erikson Outdoor Maintenance furnish and install mulch around the library’s landscaping in the amount of \$4,160.00, as presented. Roll #3 was called. Voting was ‘Aye’ by Trustee Buerger, Dujsik, Engelbrecht, Olson and Schneider. No ‘Nays’. Motion carried 5 – 0.
- PAR. 40        **NEW BUSINESS:** Director Cottonaro reminded the board of an earlier discussion  
\*\* regarding new computers for several staff. She stated that the item will be added to the January 10, 2017 regular board meeting agenda.

- PAR. 41      **PUBLIC DISCUSSION:** Trustee Buergel said she attended the library's Adult Paper Craft Program on December 6<sup>th</sup>. She said she really enjoyed the program and especially liked the musical note paper wreath.
- PAR. 42      Trustee Dujsik asked that the patron comments be copied a bit darker, stating they were difficult to read. Trustee Buergel agreed.
- PAR. 43      Motion made by Trustee Engelbrecht, seconded by Trustee Dujsik, to adjourn the meeting at 7:41 pm. Motion carried by voice vote 5 - 0.

MARY JANE SCHNEIDER, SECRETARY

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ALSIP-MERRIONETTE PARK  
PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES

APPROVED-AMENDED \_\_\_\_\_ DATE \_\_\_\_\_  
/car \*\* Denotes follow-up required