

MINUTES
ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
February 14, 2017

- 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, Dujsik, Engelbrecht, Olson, Schneider and President McKendree. Absent was Trustee Ceretto. 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; and Mr. Poremba and Ms. Petzel, public were also in attendance.
- PAR. 2 The Pledge of Allegiance was recited.
- PAR. 3 **MINUTES:** The minutes of the January 10, 2017 regular board meeting were presented for disposition.
- PAR. 4 Motion made by Trustee Dujsik, seconded by Trustee Engelbrecht, to approve the minutes of January 10, 2017, as corrected. 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 reported attending the library’s Star Wars program with her grandson and commended the Youth Department staff for such a wonderful and well attended program.
- PAR. 8 **VICE PRESIDENT:** No Report.
- PAR. 9 **SECRETARY:** The executive minutes for the Fiscal Year 2016 were presented for disposition.
- PAR. 10 Motion made by Trustee Dujsik, seconded by Trustee Buergel, to place on file the executive minutes for the Fiscal Year 2016, as presented. Motion carried by voice vote. 6 – 0.
- PAR. 11 **TREASURER:** The Treasurer’s Report dated January 2017 was presented for approval.
- PAR. 12 Motion made by Trustee Dujsik, seconded by Trustees Olson, to place on file the Treasurer’s Report dated January 2017, as presented. Motion carried by voice vote 6 – 0.
- PAR. 13 **FINANCE:** A list of bills dated February 14, 2017 was presented for payment.

- PAR. 14 Motion made by Trustee Dujsik, seconded by Trustee Engelbrecht, to approve the payment of the February 14, 2017 invoices in the amount of \$140,401.38, as presented. Roll #1 was called. Voting was ‘Aye’ by Trustee Buerger, Dujsik, Engelbrecht, Olson, Schneider and President McKendree. No ‘Nays’. Motion carried. 6 – 0.
- PAR. 15 **BUILDING & GROUNDS:** Director Cottonaro reported that she is waiting to hear back from TMO Construction to schedule electrical work to be done. She also stated that she had received estimates for lawn care from Roy Erikson Outdoor Maintenance for the spring/summer 2017. She said this item will be on the March 14, 2017 regular board meeting agenda for approval.
- PAR. 16 **POLICY:** Revisions to Policy No. 6.10.2 and Policy No. 8.50.1 were presented for approval.
- PAR. 17 Trustee Dujsik suggested adding cross-reference notation for policies 6.10.2 and 8.50.1 for future reviews.
- PAR. 18 President McKendree said that is a good point and suggested the item be discussed in a Policy Committee meeting. Trustee Dujsik agreed.
- PAR. 19 Motion made by Trustee Olson, seconded by Trustee Buerger, to accept the revisions to Policies No. 6.10.2 and 8.50.1, as presented. Roll #2 was called. Voting was ‘Aye’ by Trustee Buerger, Dujsik, Engelbrecht, Olson, Schneider and President McKendree. No ‘Nays’. Motion carried. 6 – 0.
- PAR. 20 The minutes of the Policy Committee meeting on February 8, 2017 were presented for disposition.
- PAR. 21 Motion made by Trustee Olson, seconded by Trustee Engelbrecht, to approve and place on file the minutes of the February 8, 2017 Policy Committee meeting, as presented. Motion carried by voice vote. 6 – 0.
- PAR. 22 **BY-LAWS:** No Report.
- PAR. 23 **PUBLIC RELATIONS:** Trustee Engelbrecht reported that he has met with Director Cottonaro several times to iron out the details of the Alsip Candidate Forum that the Library will be hosting on March 8, 2017. He went on to report that thanks to Director Cottonaro’s hard work, all but two candidates have responded to the invitation. He stated that he will be sending a flyer out after he receives a final cast for the forum.
- PAR. 24 President McKendree suggested sending an invite to the Alsip Chamber of Commerce.
- PAR. 25 Director Cottonaro said she would be meeting with members of the Chamber and would extend the invitation.
- PAR. 26 He went on is still working to prepare for the World War I program on April 6, 2017. He handed out a flyer created by Alsip Librarian Sussan Navabi. He said they are defining their list of schools to distribute flyers to.

- PAR. 27 President McKendree read aloud a patron request for a USPS post office box at the library.
- PAR. 28 A lively discussion ensued.
- PAR. 29 President McKendree asked about a patron complaining about a cancelled youth program.
- PAR. 30 Youth Manager, Ms. Malysa replied that most of staff were out sick at that time.
- PAR. 31 **PERSONNEL:** Trustee Dujsik reminded all trustees to return their completed Director's evaluation to him by March 10, 2017, either in paper form or electronic form.
- PAR. 32 He would like to compile all evaluations and have it for discussion at either the regular board meeting March 14, 2017 or hold a separate Personnel Committee meeting after the regular March meeting.
- PAR. 33 **TRUSTEE EDUCATION:** Director Cottonaro informed all trustees that the Laconi Trustee Banquet will be held at the Oak Lawn Hilton this year on May 12, 2017. She will relay any new information including registration forms as she received it.
- PAR. 34 **INSURANCE:** No Report.
- PAR. 35 **AD HOC COMMITTEE REPORTS:**
- PAR. 36 **HISTORY COMMITTEE:** None.
- PAR. 37 **LIBRARY DIRECTOR'S REPORT:** Director Cottonaro presented her report. Most items had been discussed. Her report was placed on file.
- PAR. 38 Director Cottonaro reported updates for the candidate forum saying that she had eight out of the ten candidates running for local office confirm they will be attending the event.
- PAR. 39 She went on to report that Ms. Regan will be ordering bunting for the forum.
- PAR. 40 Trustee Engelbrecht requested light refreshments for the candidates in the board room.
- PAR. 41 Director Cottonaro reported that the t-shirts arrived for the Alsip Community Expo and said she would be working the library table at the expo and invited all trustees to join her.
- PAR. 42 Trustee Dujsik stated he would be out of town at that time.
- PAR. 43 Director Cottonaro also reported that she has all the information for the Strategic Plan and she plans on having meetings with the board, staff and community in March 2017. She went on to say that the 3-yr Strategic Plan should be completed by the end of June 2017.

- PAR. 44 **UNFINISHED BUSINESS:** President McKendree asked to return to Unfinished Business after an executive session.
- PAR. 45 **NEW BUSINESS:** None.
- PAR. 46 **PUBLIC DISCUSSION:** Ms. Petzel, public; asked where information about the candidate forum is being advertised.
- PAR. 47 Director Cottonaro said information will be on the library’s website and Facebook page. She also said the Alsip Park District and Village Hall may have it on their website as well.
- PAR. 48 Trustee Engelbrecht said there will be a press release submitted to the Southtown, Shared News, and the Mount Greenwood Express.
- PAR. 49 Trustee Engelbrecht stated that a letter will be mailed to all interested candidates regarding the rules and regulations for the forum.
- PAR. 50 Motion made by Trustee Olson, seconded by Trustee Buergel, to move to executive session at 7:49 pm, in compliance with the Illinois Open Meetings Act, 5 ILCS 120/2 to discuss personnel and remuneration. Motion carried by voice vote. Present were Trustee Buergel, Dujsik, Engelbrecht, Olson, Schneider and President McKendree.
- PAR. 51 President McKendree called the regular meeting back to order at 8:02 pm and move to Unfinished Business. Roll was called. Present were Trustee Buergel, Dujsik, Engelbrecht, Olson, Schneider and President McKendree.
- PAR. 52 **UNFINISHED BUSINESS:** Motion made by President McKendree, seconded by Trustee Olson, to approve the Marketing Associate position, as amended. Roll #4 called. Voting was ‘Aye’ by Trustee Buergel, Dujsik, Engelbrecht, Olson, Schneider and President McKendree. No ‘Nays’. Motion carried 6 – 0.
- PAR. 53 Director Cottonaro will revise the job description and send a copy to all trustees.
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- PAR. 54 Motion made by Trustee Olson, seconded by President McKendree, to adjourn the meeting at 8:22 pm. Motion carried by voice vote 6 - 0.

MARY JANE SCHNEIDER – SECRETARY

ALSIP-MERRIONETTE PARK
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APPROVED-AMENDED _____ DATE _____
/car ** Denotes follow-up required