

MINUTES
ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
March 8, 2016

- PAR. 1 The regular monthly meeting of the ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES was called to order at 7:35 pm by Vice President Buergel. Roll was called. Present were Trustees Buergel, Ceretto, Dujsik, Engelbrecht, and Olson. Absent were Trustee Schneider and President McKendree. A quorum was present. Ms. Cottonaro, Director; Ms. Regan, Business Manager; Ms. Pajor, Adult Services Manager; Ms. Sandra Leyva, Patron Services Manager; Ms. Susana Leyva, Technical Services Manager. No public was in attendance.
- PAR. 2 Vice President Buergel 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 February 8, 2016 regular board meeting were presented for disposition.
- PAR. 5 Motion made by Trustee Olson, seconded by Trustee Engelbrecht, to approve the minutes of February 8, 2016, as presented. Motion carried by voice vote 5 – 0.
- PAR. 6 **ATTORNEY’S REPORT:** No Report.
- PAR. 7 **OFFICERS’ REPORTS:**
- PAR. 8 **PRESIDENT’S REPORT:** No Report.
- PAR. 9 **VICE PRESIDENT:** No Report.
- PAR. 10 **SECRETARY:** No Report.
- PAR. 11 **TREASURER:** The Treasurer’s Report dated February 2016 was presented for approval.
- PAR. 12 Motion made by Trustee Dujsik, seconded by Trustee Ceretto, to place on file the Treasurer’s Report dated February 2016, as presented. Motion carried by voice vote 5 – 0.
- PAR. 13 **FINANCE:** A list of bills dated March 8, 2016 was presented for payment.
- PAR. 14 Motion made by Trustee Dujsik, seconded by Trustees Olson, to approve the payment of the March 8, 2016 invoices in the amount of \$134,504.61 as presented. Roll #1 was called. Voting was ‘Aye’ by Trustee Buergel, Ceretto, Dujsik, Engelbrecht, and Olson. No ‘Nays’. Motion carried. 5 – 0.

- PAR. 15
** It was the consensus of the board to table the scheduling of the Preliminary Budget Planning Meeting for FY 17 until the next regular board meeting on April 12, 2016. It was requested that Director Cottonaro add it to the April 12, 2016 agenda.
- PAR. 16 **BUILDING & GROUNDS:** Director Cottonaro presented a proposal from Roy Erikson Outdoor Maintenance for the 2016 Lawn/Landscape Maintenance.
- PAR. 17 A brief discussion was made regarding the seasonal flowers around the library's exterior sign.
- PAR. 18 It was the consensus of the board to include the maintenance of seasonal flowers around the front exterior sign.
- PAR. 19 Motion made by Trustee Buerger, seconded by Trustee Olson, to accept the contract from Roy Erikson Outdoor Maintenance for the 2016 Lawn/Landscape Maintenance, as presented. Roll #2 was called. Voting was 'Aye' by Trustee Buerger, Ceretto, Dujsik, Engelbrecht and Olson. No 'Nays'. Motion carried 5 – 0.
- PAR. 20 **POLICY:** Trustee Olson reported that all board members had previously received copies of proposed revisions to Policy No. IV - Circulation of Materials, VI – Use of Library Facilities, VII – Reference Service, and IX – Library Programs for review. He also added that the Policy Committee recommends approving the revisions as presented.
- PAR. 21 Motion made by Trustee Olson, seconded by Trustee Dujsik, to approve the revisions to Policy # IV. Circulation of Materials, as presented. Motion carried by voice vote 5 – 0.
- PAR. 22 Motion made by Trustee Olson, seconded by Trustee Ceretto, to approve the revisions to Policy # VI. Use of Library Facilities, as presented. Motion carried by voice vote 4 – 1.
- PAR. 23 Motion made by Trustee Olson, seconded by Trustee Dujsik, to approve the revisions to Policy # VII. Reference Service, as presented. Motion carried by voice vote 5 – 0.
- PAR. 24 Motion made by Trustee Olson, seconded by Trustee Ceretto, to approve the revisions to Policy # IX. Library Programs, as presented. Motion carried by voice vote 5 – 0.
- PAR. 25 **BY-LAWS:** No Report.
- PAR. 26 **PUBLIC RELATIONS:** Trustee Olson and Engelbrecht commented on how much they liked the library's new newsletter.
- PAR. 27
** **PERSONNEL:** Trustee Dujsik reminded all trustees of the Personnel Committee meeting set for March 15, 2016 at 1pm. He encouraged all trustees to attend.
- PAR. 28 **TRUSTEE EDUCATION:** Trustee Dujsik reported on the Illinois Library Trustee Forum Workshop he attended on Saturday, February 13, 2016 at the Chicago Marriott Oak Brook. He reported on several tips regarding the Freedom of Information Act (FOIA) and the Open Meetings Act (OMA). He recommended all trustees review the handout.

- PAR. 29 He went on to state that executive meeting audio minutes need to be reviewed and
** transcribed.
- PAR. 30 Trustee Dujsik's report was placed on file.
- PAR. 31 **INSURANCE:** No Report.
- PAR. 32 **AD HOC COMMITTEE REPORTS:**
- PAR. 33 **HISTORY COMMITTEE:** No Report.
- PAR. 34 **LIBRARY DIRECTOR'S REPORT:** Director Cottonaro presented her report, of which most items had been previously discussed.
- PAR. 35 Director Cottonaro reported that the library had participated in the 14th Annual Alsip Community Expo, and it was a lot of fun.
- PAR. 36 She also commented that the Mini Maker Faire, hosted by the Youth Department, was really great and that they had an attendance of approximately 252 people.
- PAR. 37 Director Cottonaro reported that the staff in-service day has been planned.
- PAR. 38 She went on to report on a few building issues the library has had in the past few days and that they would be seeing service call invoices from several companies.
- PAR. 39 **UNFINISHED BUSINESS:** All items had been previously addressed.
- PAR. 40 **NEW BUSINESS:** Director Cottonaro presented a proposal from Sally G. Reed as a consultant for strategic planning.
- PAR. 41 She asked all trustees to review the proposal.
- PAR. 42 Trustee Olson asked Director Cottonaro to supply the board with a sample strategic plan for review.
- PAR. 43 Director Cottonaro will send links of other library strategic plans to all trustees.
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- PAR. 44 Director Cottonaro informed the board that the first floor carpets will be cleaned this month and all restrooms will be disinfected.
- PAR. 45 Director Cottonaro presented a list of CD rates from TCF bank as requested by President McKendree.
- PAR. 46 Motion made by Trustee Dujsik, seconded by Trustee Engelbrecht, to invest \$125,000.00 in a 21 month CD from TCF bank, and \$125,000.00 in a 13 month CD from TCF bank, as presented. Roll #3 was called. Voting was 'Aye' by Trustee Buerger, Ceretto, Dujsik,

Engelbrecht and Olson. No 'Nays'. Motion carried 5 – 0.

PAR. 47 **PUBLIC DISCUSSION:** No Report.

PAR. 48 Motion made by Trustee Dujsik, seconded by Trustee Engelbrecht, to adjourn the meeting at 8:35 pm. Motion carried by voice vote 5 - 0.

GERALD DUJSIK, SECRETARY PRO-TEM

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APPROVED-AMENDED _____ DATE _____

/car ** Denotes follow-up required