

MINUTES  
ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
November 11, 2014

- 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, Olson and Schneider. Absent was President McKendree. A quorum was present. Ms. Cottonaro, Director; Ms. Regan, Business Manager, Ms. Pajor, Adult Services Manager; Ms. Malysa, Youth Services Manager; Ms. Susana Leyva, Technical Services Manager, Ms. Sandra Leyva, Patron Services Manager, and Attorney Perlman was in attendance.
- PAR. 2 The Pledge of Allegiance was recited.
- PAR. 4 President McKendree and Mr. Poremba arrived at 7:36 pm. President McKendree assumed her position as chair.
- PAR. 5 **MINUTES:** The minutes of the October 14, 2014 regular board meeting were presented for disposition.
- PAR. 6 Motion was made by Trustee Ceretto, seconded by Trustee Dujsik, to approve the minutes of October 14, 2014 as presented. Motion carried by voice vote. 7 – 0.
- PAR. 7 **ATTORNEY'S REPORT:** Attorney Perlman presented Ordinance #14-11-4 for approval.
- PAR. 8 Motion made by Trustee Dujsik, seconded by Trustee Olson, to approve Ordinance # 14-11-4, AN ORDINANCE PROVIDING FOR THE LEVYING, ASSESSMENT AND COLLECTION OF TAXES FOR CORPORATE AND OTHER PURPOSES IN THE ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT FOR THE FISCAL YEAR BEGINNING JULY 1, 2014 AND ENDING JUNE 30, 2015, as presented and authorize the President and Secretary to sign said documents. Roll #1 was called. Voting was 'Aye' by Trustees Buergel, Ceretto, Dujsik, Engelbrecht, Olson, Schneider and President McKendree. No 'Nays'. Motion carried 7 – 0.
- PAR. 9 Attorney Perlman also updated the board with regards to ongoing building issues.
- PAR. 10 A lively discussion ensued.
- PAR. 11 Attorney Perlman left the meeting at 7:55 pm.
- PAR. 12 **OFFICERS' REPORTS:**
- PAR. 13 **PRESIDENT'S REPORT:** No Report.
- PAR. 14 **VICE PRESIDENT:** No Report.
- PAR. 15 **SECRETARY:** No Report.
- PAR. 16 **TREASURER:** The Treasurers Report dated October 2014 was presented for approval.
- PAR. 17 Motion made by Trustee Buergel, seconded by Trustee Olson, to accept and place on file the Treasurer's Report dated October 2014, as presented. Motion carried by voice vote. 7 – 0.
- PAR. 18 **FINANCE:** A list of bills dated November 11, 2014 was presented for payment.

- PAR. 19 Trustee Engelbrecht asked if the books being purchased from Amazon are library editions.
- PAR. 20 Ms. Pajor stated that the majority of the books are purchased through the library's regular vendors but in rare cases when those vendors do not stock the book, staff will try to purchase them through Amazon.
- PAR. 21 Motion made by Trustee Engelbrecht, seconded by Trustee Buerger, to authorize and approve payment of the November 11, 2014 bills in the amount of \$168,932.04, as presented. Roll #2 was called. Voting was 'Aye' by Trustee Buerger, Ceretto, Dujsik, Engelbrecht, Olson, Schneider and President McKendree. No 'Nays'. Motion carried. 7 – 0.
- PAR. 22 **BUILDING & GROUNDS:** Director Cottonaro reported that she had contacted the manufacturer of the flagpole and presented to the board an estimate for a new automated flagpole.
- PAR. 23 A lively discussion ensued.
- PAR. 24 It was the consensus of the board not to approve the purchase of an automated flagpole at this time.
- PAR. 25 Trustee Engelbrecht again asked about the library's automated exterior sign that no longer displays the current outdoor temperature.
- PAR. 26 Director Cottonaro replied that she is looking into purchasing a new software program for the sign.
- PAR. 27 **POLICY:** A Policy Committee Meeting was set for December 2, 2014 at 5:00 pm. A light dinner will be provided.
- PAR. 28 **BY-LAWS:** No Report.
- PAR. 29 **PUBLIC RELATIONS:** No Report.
- PAR. 30 **PERSONNEL:** Trustee Dujsik reported that he had looked over and made some changes to the library director's evaluation form. He said he would supply copies for all trustees to fill out the evaluation and get it back to him by November 26, 2014 at his residence or his library mailbox.
- PAR. 31 He went on to say that he would collate all trustee's comments and supply a compiled report to trustees.
- PAR. 32 A Personnel Committee meeting was set for January 6, 2015 at 1:30 pm to discuss changes in support staff job descriptions.
- PAR. 33 Director Cottonaro will distribute an agenda and packet to all trustees prior to the meeting.
- PAR. 34 **TRUSTEE EDUCATION:** Director Cottonaro again reminded the board of the upcoming American Library Association mid-winter conference in Chicago between January 30, 2015 and February 3, 2015.
- PAR. 35 President McKendree and Trustee Engelbrecht stated they would like to attend the Chicago Mid-Winter Conference.
- PAR. 36 **INSURANCE:** No Report.
- PAR. 37 **AD HOC COMMITTEE REPORTS:**
- PAR. 38 **HISTORY COMMITTEE:** No Report.
- PAR. 39 **LIBRARY DIRECTOR'S REPORT:** Director Cottonaro presented her report. Most items had been

discussed.

- PAR. 40 Director Cottonaro reported that all extensions for ERate reimbursements for 2011 – 2013 have been filed.
- PAR. 41 She also reported that she is registered for the ALA Midwinter Conference in Chicago.
- PAR. 42 **UNFINISHED BUSINESS:** None
- PAR. 43 **NEW BUSINESS:** Ms. Cottonaro asked for approval to close the library early on November 26, 2014 at 5:00 pm.
- PAR. 42 Motion made by President McKendree, seconded by Trustee Ceretto, to approve closing the library at 5:00 pm on November 26, 2014, as requested. Roll #3 was called. Voting was ‘Aye’ by Trustees Buergel, Ceretto, Dujsik, Engelbrecht, Olson, Schneider, and President McKendree. Motion carried. 7 – 0.
- PAR. 43 **PUBLIC DISCUSSION:** No Report.
- PAR. 44 Motion made by Trustee Buergel, seconded by Trustee Olson, to adjourn the meeting. Motion carried by voice vote 7 - 0. The meeting adjourned at 9:18 pm.

MARY JANE SCHNEIDER, SECRETARY

---

ALSIP-MERRIONETTE PARK  
PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES

APPROVED-AMENDED \_\_\_\_\_ DATE \_\_\_\_\_

/car \*\* Denotes follow-up required