

MINUTES
ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
May 12, 2015

- PAR. 1 The regular monthly meeting of the ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES was called to order at 7:37 pm by President McKendree. Roll was called. Present were Trustees Dujcik, Engelbrecht, Olson, Schneider and President McKendree. Absent were Trustees Buergel and Ceretto. A quorum was present. Ms. Cottonaro, Director; Ms. Regan, Business Manager; Ms. Amy Malysa, Youth Services Manager; Ms. Susana Leyva, Technical Services Manager; Ms. Sandra Leyva, Patron Services Manager; Mr. Poremba and Mr. Hoge, public, were in attendance.
- PAR. 2 The Pledge of Allegiance was recited.
- PAR. 3 Business Manager, Ms. Regan administered the Oath of Office to newly elected Trustees Mary E. McKendree, and Mary Jane Schneider.
- PAR. 4 **MINUTES:** The minutes of the April 14, 2015 regular board meeting were presented for disposition.
- PAR. 5 Motion made by President McKendree, seconded by Trustee Olson, to approve the minutes of April 14, 2015, as amended. Motion carried by voice vote 5 – 0.
- PAR. 6 **ATTORNEY'S REPORT:** Director Cottonaro reported that the attorney sent the updated district map for the library and a copy of the map was placed in each trustee board packet.
- PAR. 7 Trustee Buergel arrived at 7:45 pm.
- PAR. 8 Director Cottonaro also supplied all trustees with a written response from the attorney regarding contributions and donations of library district funds.
- PAR. 9 President McKendree asked if the library has an old Alsip Monopoly game. Ms. Regan will ask staff.
- PAR. 10 **OFFICERS' REPORTS:**
- PAR. 11 **PRESIDENT'S REPORT:** President McKendree reported that she and Trustee Buergel attended the library's Rock & Roll Tribute Show, held today at the Heritage II Clubhouse. They both said the show was terrific and there were plenty of refreshments.
- PAR. 12 **VICE PRESIDENT:** Trustee Buergel mentioned that the dead tree had been removed from the front of the library. It was the consensus of the board to plant grass seed in its place.

- PAR. 13 **SECRETARY:** Trustee Schneider thanked Double Tree Hotel for supplying their delicious cookies for the meeting.
- PAR. 14 **TREASURER:** The Treasurers Report dated April 2015 was presented for approval.
- PAR. 15 Director Cottonaro suggested combining the income and expenditure reports for a more efficient view of the library finances.
- PAR. 16 President McKendree replied that the board is accustomed to receiving the current financial reports but would be open to taking a look at any new versions.
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- PAR. 17 Motion made by Trustee Buergel, seconded by Trustee Dujsik, to accept and place on file the Treasurer's Report dated April 2015, as presented. Motion carried by voice vote 6 – 0.
- PAR. 18 President McKendree encouraged all trustees to review the current expenditures and be prepared to address the board of any special projects that might be added to the 2015 – 2016 fiscal year budget.
- PAR. 19 **FINANCE:** A list of bills dated May 12, 2015 was presented for payment.
- PAR. 20 Trustee Engelbrecht would like Adult Services Manager, Ms. Pajor to supply the board with a breakdown of online database usage for the next regular board meeting.
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- PAR. 21 Motion made by Trustee Buergel, seconded by Trustee Dujsik, to authorize and approve payment of the May 12, 2015 bills in the amount of \$181,484.81, as presented. Roll #1 was called. Voting was 'Aye' by Trustee Buergel, Dujsik, Engelbrecht, Olson, Schneider and President McKendree. No 'Nays'. Motion carried 6 – 0.
- PAR. 22 Director Cottonaro presented a late bill from Movie Licensing USA for payment.
- PAR. 23 Motion made by President McKendree, seconded by Trustee Buergel, to authorize and approve payment of the Movie Licensing USA bill in the amount of \$583.00, as presented. Roll #2 was called. Voting was 'Aye' by Trustee Buergel, Dujsik, Engelbrecht, Olson, Schneider and President McKendree. No 'Nays'. Motion carried 6 – 0.
- PAR. 24 Director Cottonaro asked for a Committee of the Whole meeting to discuss Fiscal Year 2015-2016 budget.
- PAR. 25 President McKendree set a Committee of the Whole meeting on June 3, 2015, 1:30 pm to discuss the Fiscal Year 2015-2016 budget. Ms. Regan will mail reminders to trustees.
- PAR. 26 Director Cottonaro will have the June 3, 2015 meeting packet available to all trustees by May 30, 2015.
- PAR. 27 President McKendree reminded Director Cottonaro to always supply the board with written requests for approval of purchasing new library equipment.

- PAR. 28 **BUILDING & GROUNDS:** Trustee Engelbrecht again asked about showing the temperature on the library's outside led sign.
- PAR. 29 Director Cottonaro replied that the sign software is outdated and that we were still having problems with the sign.
- PAR. 30 **POLICY:** No Report.
- PAR. 31 **BY-LAWS:** No Report.
- PAR. 32 **PUBLIC RELATIONS:** Trustee Engelbrecht reported that the first meeting for the Friends of the Library went well. He reported that a second Friends of the Library meeting is set for May 27, 2015, 7:00 pm – 8:00 pm. Refreshments will be served.
- PAR. 33 **PERSONNEL:** Director Cottonaro reported that the salary schedule needs to be
** discussed and adjusted. This discussion will be added to the June 3, 2015, Committee of the Whole meeting agenda.
- PAR. 34 **TRUSTEE EDUCATION:** Trustee Dujcik reported that he attended the 2015 Annual LACONi Library Trustee Banquet on April 17, 2015. He provided copies of the power point presentation to all trustees describing the different users of a library. He went on to say that he enjoyed the workshop and the speakers.
- PAR. 35 A lively discussion ensued.
- PAR. 36 **INSURANCE:** No Report.
- PAR. 37 **AD HOC COMMITTEE REPORTS:**
- PAR. 38 **HISTORY COMMITTEE:** President McKendree reported that she had taken photos of the old certified grocery store being demolished.
- PAR. 39 **LIBRARY DIRECTOR'S REPORT:** Director Cottonaro presented her report, most items had been previously discussed.
- PAR. 40 Director Cottonaro reported that she had met with Director Huber from the Alsip Park District and discussed the installation of the '*Little Free Library*' at the park district. She went on to say that it will be delivered in approximately 4 weeks and it will be placed in the Apollo Recreation Center waiting room.
- PAR. 41 Director Cottonaro reported that the library newsletter is getting a new look and layout.
- PAR. 42 President McKendree would like a copy of the new newsletter sent to all trustees for review.
- PAR. 43 Director Cottonaro will have Ms. Pajor send a draft to all trustees.

- PAR. 44 Director Cottonaro reported the kick off date for the Summer Reading Program is June 6, 2015 and the theme will be *'Every Hero Has a Story'*.
- PAR. 45 Director Cottonaro informed the trustees that the library staff will be participating in the community kickball game at the Alsip Fun Fest on June 20, 2015.
- PAR. 46 Director Cottonaro also informed the trustees that she will be serving on the District 126 Foundation Board.
- PAR. 47 Director Cottonaro's report was placed on file.
- PAR. 48 **UNFINISHED BUSINESS:** No Report.
- PAR. 49 **NEW BUSINESS:** Director Cottonaro presented a package deal from the Double Tree Hotel for the Staff 2015 Holiday Party for approval.
- PAR. 50 The board would like Ms. Regan to research other options.
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- PAR. 51 Director Cottonaro presented an annual maintenance contract from National Heat and Power for approval.
- PAR. 52 Motion made by President McKendree, seconded by Trustee Olson, to approve the annual maintenance contract with National Heat and Power in the amount of \$9,360.00, as presented. Roll #3 was called. Voting was 'Aye' by Trustee Buerger, Dujsik, Olson, Schneider and President McKendree. 'Nay' by Trustee Engelbrecht. Motion carried 5 – 1.
- PAR. 53 President McKendree congratulated Ms. Malysa for being awarded the 2015 Ezra Jack Keats Mini-Grant.
- PAR. 54 Motion made by President McKendree, seconded by Trustee Schneider, to approve the purchase of one natural oak shelving unit from Brodart, in the amount of \$1,626.30, as presented. Roll #4 was called. Voting was 'Aye' by Trustee Buerger, Dujsik, Engelbrecht, Olson, Schneider and President McKendree. No 'Nays'. Motion carried 6 – 0.
- PAR. 55 President McKendree would like to see a few of the patron comments added to the library newsletter and wants to make sure that the newsletter provides information to patrons regarding all that is offered at the library.
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PAR. 56 PUBLIC DISCUSSION: None.

PAR. 57 Motion made by Trustee Buerger, seconded by Trustee Olson, to adjourn the meeting.
Motion carried by voice vote 6 - 0. The meeting adjourned at 9:00 pm.

MARY JANE SCHNEIDER, SECRETARY

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APPROVED-AMENDED _____ DATE _____

/car ** Denotes follow-up required