

MINUTES  
ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
June 9, 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 Ceretto, Dujsik, Engelbrecht, Olson, and President McKendree. Absent were Trustees Buerger and Schneider. A quorum was present. Ms. Cottonaro, Director; Ms. Regan, Business Manager; Ms. 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 In the absence of Secretary Schneider, President McKendree appointed Trustee Dujsik Secretary, Pro-tem.
- PAR. 3 The Pledge of Allegiance was recited.
- PAR. 4 **MINUTES:** The minutes of the May 12, 2015 regular board meeting were presented for disposition.
- PAR. 5 Motion made by Trustee Dujsik, seconded by Trustee Olson, to approve the minutes of May 12, 2015, as amended. Motion carried by voice vote 5 – 0.
- PAR. 6 **ATTORNEY'S REPORT:** Director Cottonaro presented to all trustees a memo from the attorney regarding changes to the Local Records Retention Act.
- PAR. 7 **OFFICERS' REPORTS:**
- PAR. 8 **PRESIDENT'S REPORT:**
- PAR. 9 President McKendree also reported that she attended a focus group at the Alsip Park District for the redevelopment of Apollo Park. She mentioned that approximately 40 persons were in attendance.
- PAR. 10 She went on to say that the Park District intends to add exercise stations similar to those at Sears Park along with the possibility of a Story Walk provided by the library.
- PAR. 11 President McKendree read aloud a lovely thank you note from Trustee Schneider for the get well flowers from trustees and staff.
- PAR. 12 **VICE PRESIDENT:** No Report
- PAR. 13 **SECRETARY:** No Report.
- PAR. 14 **TREASURER:** The Treasurer's Report dated May 2015 was presented for approval.

- PAR. 15 Motion made by Trustee Dujsik, seconded by Trustee Olson, to accept and place on file the Treasurer's Report dated May 2015, as presented. Motion carried by voice vote 5 – 0.
- PAR. 16 **FINANCE:** A list of bills dated June 9, 2015 was presented for payment.
- PAR. 17 Motion made by Trustee Ceretto, seconded by Trustee Olson, to authorize and approve payment of the June 9, 2015 bills in the amount of \$137,536.45, as presented. Roll #1 was called. Voting was 'Aye' by Trustee Ceretto, Dujsik, Engelbrecht, Olson, and President McKendree. No 'Nays'. Motion carried 5 – 0.
- PAR. 18 Trustee Ceretto presented 5 late bills for payment.
- PAR. 19 Motion made by Trustee Ceretto, seconded by Trustee Dujsik, to authorize and approve payment of the late bills in the amount of \$7,142.75.00, as presented. Roll #2 was called. Voting was 'Aye' by Trustees Ceretto, Dujsik, Engelbrecht, Olson, and President McKendree. No 'Nays'. Motion carried 5 – 0.
- PAR. 20 The minutes of the June 3, 2015 Finance Committee meeting were presented for disposition.
- PAR. 21 Motion made by President McKendree, seconded by Trustees Ceretto and Dujsik, to approve the minutes of the June 3, 2015, Finance Committee meeting, as presented. Motion carried by voice vote 5 – 0.
- PAR. 22 **BUILDING & GROUNDS:** President McKendree commented that the grassy area looks good where they removed the dead tree on the north side of the library.
- PAR. 23 President McKendree reported that she and two other trustees were shown a few damaged chairs located in adult services.
- PAR. 24 **\*\*** Motion made by President McKendree, seconded by Trustee Olson, to obtain quotes to have the damaged chairs and the youth services boat ramp re-upholstered. Motion carried by voice vote 5 – 0.
- PAR. 25 **POLICY:** No Report.
- PAR. 26 **BY-LAWS:** No Report.
- PAR. 27 **PUBLIC RELATIONS:** Trustee Engelbrecht reported that the second meeting for the Friends of the Library went well. He reported that the next Friends of the Library meeting is set for June 24, 2015, 7:00 pm – 8:00 pm. Refreshments will be served.
- PAR. 28 Director Cottonaro stated that she would like to see Alsip patrons as the driving force behind the Friends of the Library group instead of trustees and staff.
- PAR. 29 President McKendree reported that she attended the 1<sup>st</sup> Alsip-Merrionette Park Public Library Comic Con on Saturday June 6, 2015. She said there was a great patron response and the library windows were decorated nicely. She would like to see more library

function pictures uploaded to the library's social networks.

PAR. 30 **PERSONNEL:** Trustee Dujsik scheduled a Personnel Committee meeting for July 8, 2015 at 7:00 pm. A light dinner will be provided. Ms. Regan will send reminders.

PAR. 31 **TRUSTEE EDUCATION:** President McKendree reported that she has been attending a web based Strategic Planning for Small Libraries course. She stated that she would like to complete the assignments as a group. If any of the other trustees are interested, they should contact her and she will copy the material for them to review.  
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PAR. 32 **INSURANCE:** No Report.

PAR. 33 **AD HOC COMMITTEE REPORTS:**

PAR. 34 **HISTORY COMMITTEE:** No Report.

PAR. 35 **LIBRARY DIRECTOR'S REPORT:** Director Cottonaro presented her report, most items had been previously discussed.

PAR. 36 Director Cottonaro reported that the installation of the '*Little Free Library*' at the park district is scheduled for June 11, 2015.

PAR. 37 Director Cottonaro reported that the new library newsletter has been mailed out.

PAR. 38 Director Cottonaro reported that the Comic Con and Summer Reading kick-off was a great success.

PAR. 39 Trustee Olson commended staff for the successful Comic Con.

PAR. 40 Director Cottonaro reported that ATLAS (Area Training for Librarians and Staff) will begin a monthly meeting for library Business Managers to meet. The Alsip-Merrionette Park Library will host the meeting in September 2015.

PAR. 41 Trustee Engelbrecht asked Director Cottonaro to check with Lane and Prairie Schools regarding the purchase of their exterior signs.  
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PAR. 42 Motion made by Trustee Engelbrecht to obtain the price of a new exterior library sign.

PAR. 43 A lively discussion ensued.

PAR. 44 Trustee Engelbrecht asked to withdraw his motion.

PAR. 45 President McKendree stated that if there is no objection, the motion will be withdrawn. There being no objection, the motion is withdrawn.

- PAR. 46 Director Cottonaro's report was placed on file.
- PAR. 47 **UNFINISHED BUSINESS:** Trustee Engelbrecht requested a breakdown on the cost of  
 \*\* existing library databases. Ms. Regan will provide the information requested.
- PAR. 48 President McKendree reminded all trustees that it is time again to elect new board  
 \*\* officers and assign committees. She stated that all trustees should come prepared to vote at the July 14, 2015 regular board meeting.
- PAR. 49 President McKendree encouraged trustees to contact her if they felt strongly about  
 \*\* serving on a specific committee.
- PAR. 50 **NEW BUSINESS:** Director Cottonaro presented Ordinance 15-6-1: *An Ordinance of the Alsip-Merrionette Park Public Library District Making a Determination of the Prevailing Wage* for approval.
- PAR. 51 Motion made by President McKendree, seconded by Trustee Ceretto, to approve Ordinance 15-6-1: *An Ordinance of the Alsip-Merrionette Park Public Library District Making a Determination of the Prevailing Wage*, as presented. Roll #3 was called. Voting was 'Aye' by Trustee Ceretto, Dujsik, Engelbrecht, Olson, and President McKendree. No 'Nays'. Motion carried 5 – 0.
- PAR. 52 Director Cottonaro presented a contract from Knutte & Associates, PC for approval.
- PAR. 53 Motion made by President McKendree, seconded by Trustee Ceretto, to approve the contract from Knutte & Associates, PC, as presented. Roll #4 was called. Voting was 'Aye' by Trustee Ceretto, Dujsik, Engelbrecht, Olson, and President McKendree. No 'Nays'. Motion carried 5 – 0.
- PAR. 54 Director Cottonaro presented an application from the Village of Alsip Fair Sponsorship Program.
- PAR. 55 A lively discussion ensued.
- PAR. 56 No motion was made.
- PAR. 57 **PUBLIC DISCUSSION:** None.
- PAR. 58 Motion made by Trustee Ceretto, seconded by Trustee Olson, to move to executive session at 8:35 pm. Motion carried by voice vote. 5 – 0.
- PAR. 59 President McKendree reconvened the regular board meeting at 8:56 pm. Roll was called. A quorum was present.
- PAR. 60 Motion made by President McKendree, seconded by Trustees Ceretto and Dujsik, to accept the salary adjustments for Fiscal Year 2015 – 2016, as presented. Roll #5 was called. Voting was 'Aye' by Trustee Ceretto, Dujsik, Engelbrecht, Olson, and President McKendree. No 'Nays'. Motion carried. 5 – 0.

PAR. 61 Motion made by Trustee Ceretto, seconded by Trustee Dujsik, to adjourn the meeting.  
Motion carried by voice vote 5 - 0. The meeting adjourned at 9:04 pm.

GERALD DUJSIK, SECRETARY PRO-TEM

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ALSIP-MERRIONETTE PARK  
PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES

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

/car \*\* Denotes follow-up required