

MINUTES  
ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
January 14, 2014

- PAR. 1 The regular monthly meeting of ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES was called to order at 7:33 pm. by President McKendree. Roll was called. Present were Trustees Buerger, Ceretto, Dujsik, Engelbrecht, Olson, Schneider, and President McKendree. A quorum was present. Ms. Pajor, Adult Services Manager; Ms. Malysa, Youth Services Manager; Ms. Sandra Leyva, Patron Services Manager, and Ms. Susana Leyva, Technical Services Manager were in attendance.
- PAR. 2 The Pledge of Allegiance was recited.
- PAR. 3 **MINUTES:** The minutes of the November 19, 2013 Policy Committee meeting were presented for disposition.
- PAR. 4 Motion was made by Trustee Ceretto, seconded by Trustee Dujsik, to approve the minutes of the November 19, 2013 Policy Committee meeting as presented. Motion carried by voice vote. 7 – 0.
- PAR. 5 The minutes of the December 10, 2013 regular board meeting were presented for disposition.
- PAR. 6 Motion was made by Trustee Dujsik, seconded by Trustee Schneider, to approve the minutes of December 10, 2013 as corrected. Paragraph 32 should read: ‘Trustee Dujsik asked the Patron Service Manager not to provide spreadsheets and graphs in future monthly reports’. Motion carried by voice vote. 7 – 0.
- PAR. 7 **ATTORNEY’S REPORT:** No Report.
- PAR. 8 **OFFICERS’ REPORTS:**
- PAR. 9 **PRESIDENT’S REPORT:** No Report.
- PAR. 10 **VICE PRESIDENT:** No Report.
- PAR. 11 **SECRETARY:** Trustee Schneider read aloud a thank you card from retired employee Ms. Trela. She also read aloud a thank you card from the Animal Welfare for donations.
- PAR. 12 President McKendree said that the Animal Welfare meeting was very nice and was attended by herself along with Trustee Engelbrecht, Trustee Dujsik, Trustee Olson, Ms. Malysa, Mr. Poremba and the library’s Teen Advisory Group. She said all the kids enjoyed themselves and went on to say how exciting it was to see the number of teenagers energized in the library.

- PAR. 13 President McKendree also reported that the Teen Advisory Group has 25 active members.
- PAR. 14 **TREASURER:** The Treasurers Report dated December 2013 was presented for approval.
- PAR. 15 Motion made by Trustee Olson, seconded by Trustee Dujsik, to accept and place on file the Treasurer's Report dated December 2013, as presented Motion carried by voice vote. 7 – 0.
- PAR. 16 Trustee Dujsik inquired as to why the account #419A for telephone charges was almost depleted. The board will ask the Business Manager at next month's regular board meeting.
- PAR. 17 **FINANCE:** A list of bills dated January 14, 2014 was presented for payment.
- PAR. 18 Trustee Ceretto asked Ms. Pajor about an invoice from Newsbank.
- PAR. 19 Ms. Pajor replied that the subscription runs from February 2014 through February 2015.
- PAR. 20 Trustee Ceretto asked why staff mileage was being reimbursed quarterly instead of in a timely manner.
- PAR. 21 Ms. Pajor replied that it was her request for reimbursement and that she was aware of the time frame and was going to improve on submitting her requests in a more timely fashion.
- PAR. 22 Trustee Ceretto also inquired about an invoice from Info Group.
- PAR. 23 Ms. Pajor replied that they are the library's reference databases. She went on to say that her department will be evaluating these databases this coming year to learn how often they're being used and if it's something the library wants to continue to offer.
- PAR. 24 Trustee Engelbrecht asked if the library had the mechanisms to generate statistics for users of these databases.
- PAR. 25 Ms. Pajor replied that the adult department does keep the statistics on all library databases.
- PAR. 26 Trustee Ceretto asked about an invoice from Dave Gobeille.
- PAR. 27 Ms. Pajor replied that Mr. Gobeille has been here at the library upgrading, installing and correcting numerous computer issues.
- PAR. 28 President McKendree asked about an invoice from Chicago Office Technology Group.
- PAR. 29 Ms. Pajor replied that this is the company the library leases its' copiers and printers from and that they charge the library for any copies made over the allowed total in our current contract.

- PAR. 30 Trustee Ceretto inquired about an invoice from Unique Management Services.
- PAR. 31 Ms. Sandra Leyva replied that this is the Collection Agency the library uses to collect outstanding fines.
- PAR. 32 Motion made by President McKendree, seconded by Trustee Olson, to authorize and approve payment of the January 14, 2014 bills in the amount of \$183,233.71 with the stipulation that the treasurer is content with an answer from the business office regarding the invoice.
- PAR. 33 Trustee Ceretto also inquired about an Invoice from Innovation Experts. Ms. Pajor replied that they are the vendors that handle My Media Mall and the Museum Adventure Passes.
- PAR. 34 Trustee Dujsik inquired about a reimbursement to M. McKendree. President McKendree replied that because the library check book was not brought to the holiday party, she paid the balance with a personal check.
- PAR. 35 Roll #1 was called. Voting was 'Aye' by Trustee Buerger, Ceretto, Dujsik, Engelbrecht, Olson, Schneider, and President McKendree. No 'Nays'. Motion carried. 7 – 0.
- PAR. 36 Approval to ratify the purchase of gifts for 2 retired employees was tabled until the next regular board meeting.
- PAR. 37 **BUILDING AND GROUNDS:** No Report.
- PAR. 38 **POLICY:** President McKendree asked for a Policy Committee meeting to be set soon. Trustee Olson said he will set a Policy Committee Meeting for February 2014. He will inform the committee members of the date and time.
- PAR. 39 **BY-LAWS:** No Report.
- PAR. 40 **PUBLIC RELATIONS:** President McKendree read a patron comment regarding the flag pole light.
- PAR. 41 Ms. Pajor replied that the light was shining at the patron's windows and has since been adjusted.
- PAR. 42 President McKendree asked Ms. Malysa about recent juvenile disturbances at the library.
- PAR. 43 Ms. Malysa replied that there have been several incidents with a specific group of middle school children. She went on to report that when they are asked to leave the youth department, they go up to the internet café and start causing trouble. When this group is finally asked to leave the building, they stand in front of the library entrance and bother patrons trying to enter.
- PAR. 44 President McKendree informed staff that the Board of Trustees supports staff contacting the proper authorities and that staff also has the authority to ban the juveniles that are not following library rules and causing disturbances.

- PAR. 45        **PERSONNEL:** Trustee Dujsik recommended that the formal interview dates for the position of the new director be reviewed in executive session.
- PAR. 46        **TRUSTEE EDUCATION:** Trustee Dujsik informed the board that the Illinois Library Association has trustee workshops on the Sunshine Laws to be held at the Marriott in Oak Brook, February 15, 2014 from 8am – 4pm. He went on to say that the deadline to sign up is February 1, 2014 and the fee is \$135.00.
- PAR. 47        President McKendree encouraged trustees to attend workshops and again suggested the upcoming Public Library Association National Conference in Indianapolis, Indiana on March 11-15, 2014.
- PAR. 48        **INSURANCE:** No Report.
- PAR. 49        **AD HOC COMMITTEE REPORTS:**
- PAR. 50        **HISTORY COMMITTEE:** President McKendree reported that she had finished another section on the Ajax Missile site.
- PAR. 51        **LIBRARY DIRECTOR’S REPORT:** Ms. Pajor was informed by the Kone elevator service technician and reported to the board that the sump pump at the bottom of the staff elevator is the library’s responsibility to perform preventative maintenance.
- PAR. 52        **UNFINISHED BUSINESS:** No Report.
- PAR. 53        **NEW BUSINESS:** Motion made by President McKendree, seconded by Trustee Dujsik, to approve the attendance of 4 staff to the attend the PLA Conference in Indianapolis, Indiana on March 2014, with a sum not to exceed \$2,575.00, 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. 54        **PUBLIC DISCUSSION:** No Report
- PAR. 55        Motion made by Trustee Ceretto, seconded by Trustee Olson, to move to an executive session at 8:20 pm. Motion carried by voice vote. 7 – 0.
- PAR. 56        President McKendree reconvened the regular board meeting at 9:13 pm. A quorum was present.
- PAR. 57        Motion made by President McKendree, seconded by Trustee Engelbrecht, that the library board of trustees solicit a proposal for the work of a consultant and authorize the retaining of that consultant with the provision that the majority of the board has no objections, based on when all trustees receive the proposal. Roll #3 was called. Voting was ‘Aye’ by Trustee Buerger, Ceretto, Engelbrecht, Olson, Schneider, and President McKendree. No ‘Nays’. 1 “Abstain”. Motion carried. 6 – 0 - 1.

PAR. 58 Trustee Dujsik reported that an interviewee requested a meeting with current staff before being hired.

PAR. 59 It was the consensus of the board not to honor the request.

PAR. 60 Motion made by Trustee Ceretto, seconded by Trustee Dujsik, to adjourn the meeting. Motion carried by voice vote 7 - 0. The meeting adjourned at 9:18 pm.

MARY JANE SCHNEIDER, SECRETARY

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

/car \*\* Denotes follow-up required