

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

- PAR. 1 The regular monthly meeting of ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES was called to order at 7:30 pm. by Vice-President Buergel. Roll was called. Present were Trustees Buergel, Ceretto, Dujsik, Engelbrecht, Olson, Schneider, and Vice-President Buergel. Absent was President McKendree. A quorum was present. Ms. Regan, Business Manager; 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 In the absence of President McKendree, Vice-President Buergel served as President Pro-tem.
- PAR. 3 The Pledge of Allegiance was recited.
- PAR. 4 **MINUTES:** The minutes of the January 14, 2014 regular board meeting were presented for disposition.
- PAR. 5 Motion was made by Trustee Dujsik, seconded by Trustee Olson, to approve the minutes of January 14, 2014 as presented. Motion carried by voice vote. 6 – 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:** Trustee Schneider read aloud a thank you card from Trustee Dujsik for the beautiful floral arrangement and kind thoughts received from the trustees and staff.
- PAR. 11 Trustee Schneider also presented a Certificate of Appreciation awarded to the Alsip-Merrionette Park Public Library for their participation in ‘*Coffee with a Cop*’ program.
- PAR.12 **TREASURER:** The Treasurers Report dated January 2014 was presented for approval.
- PAR. 13 Trustee Dujsik inquired about the expenditures for the adult services staff development and transportation budget line and asked if the upcoming PLA Conference charges for adult services were included.
- PAR. 14 Ms. Regan replied that the PLA charges for the adult services staff were not included and will be charged to the administrative services staff development and transportation budget line.

- PAR. 15 Motion made by Trustee Dujsik, seconded by Trustee Olson, to accept and place on file the Treasurer's Report dated January 2014, as presented Motion carried by voice vote. 6 – 0.
- PAR. 16 **FINANCE:** A list of bills dated February 11, 2014 was presented for payment.
- PAR. 17 Motion made by Trustee Olson, seconded by Trustee Dujsik, to authorize and approve payment of the February 11, 2014 bills in the amount of \$134,889.38, as presented. Roll #1 was called. Voting was 'Aye' by Trustee Buergel, Ceretto, Dujsik, Engelbrecht, Olson, and Schneider. No 'Nays'. Motion carried. 6 – 0.
- PAR. 18 Motion made by Trustee Dujsik, seconded by Trustee Ceretto, to approve and ratify the purchase of gifts for 2 retired employees in the amount of \$284.00. Roll #2 was called. Voting was 'Aye' by Trustee Buergel, Ceretto, Dujsik, Engelbrecht, Olson, and Schneider. No 'Nays'. Motion carried 6 – 0.
- PAR. 19 **BUILDING AND GROUNDS:** Trustee Dujsik asked Ms. Malysa about the odor in the youth department.
- PAR. 20 The trustees asked Ms. Regan to get an estimate for an air quality test.
- PAR. 21 Trustee Buergel asked if there was an update on current electrical issues.
- PAR. 22 Ms. Regan replied there was not and would keep all trustees informed.
- PAR. 23 Trustee Dujsik asked who would be maintaining the sump pump located in the elevator pit.
- PAR. 24 Ms. Regan replied that currently the library maintenance men do not have a key. Ms. Regan said she will check into this issue and report back to the board.
- PAR. 25 Trustee Ceretto commended Ms. Regan on her negotiating to have the elevator repaired and asked when the repairs would be completed.
- PAR. 26 Ms. Regan replied that the repair work would be done as soon as possible following the boards approval of the current estimate.
- PAR. 27 Trustee Buergel mentioned how nice it is to have the snow melt system installed at the entrance to the library.
- PAR. 28 **POLICY:** Trustee Olson set a Policy Committee Meeting for February 18, 2014 at 1:00 pm.
- PAR. 29 **BY-LAWS:** No Report.
- PAR. 30 **PUBLIC RELATIONS:** No Report.
- PAR. 31 **PERSONNEL:** Trustee Dujsik asked for discussion regarding staff scheduling.

- PAR. 32 Ms. Regan reported that previously department managers were told that all full-time staff working Sundays was to be given one full day off during that payroll week. Department Managers were also instructed to make it work for their own departments accordingly.
- PAR. 33 Trustee Dujsik set a Personnel Committee meeting for February 24, 2014 at 1:00 pm. to discuss staff scheduling. Trustee Dujsik said all trustees are welcome.
- PAR. 34 **TRUSTEE EDUCATION:** No Report.
- PAR. 35 **INSURANCE:** No Report.
- PAR. 36 **AD HOC COMMITTEE REPORTS:**
- PAR. 37 **HISTORY COMMITTEE:** No Report..
- PAR. 38 **LIBRARY DIRECTOR'S REPORT:** Trustee Dujsik inquired about utility e-rates.
- PAR. 39 Ms. Pajor reported that she is in the process of submitting the required forms to secure e-rates for a specific utility. She went on to say that the library would be applying again later this year.
- PAR. 40 **UNFINISHED BUSINESS:** No Report.
- PAR. 41 **NEW BUSINESS:** Trustee Engelbrecht reported on correspondence received from a local business regarding public faxing.
- PAR. 42 Discussion ensued.
- PAR. 43 Trustee Engelbrecht asked why the library started providing faxing services.
- PAR.44 Ms. Pajor replied that many patrons had in the past requested faxing services. She went on to say that since we had the capability to provide fax service, the former director decided to offer the service to library patrons.
- PAR. 45 Trustee Schneider asked what other libraries charged for faxing.
- PAR. 46 Ms. Pajor replied that most other libraries charged \$1.00 per page, which she thought was standard in most libraries. She went on to say that if the board would like, the library could increase the fee.
- PAR. 47 Further discussion ensued.
- PAR. 48 Trustee Engelbrecht will find out what the local business had previously been charging for faxing services.
- PAR. 49 Ms. Pajor informed the board that adult service staff encourages patrons wanting to fax legal documents to use the local business where they can supply patrons with a confirmation as the library cannot.

- PAR. 50 Ms. Regan asked for approval of the revised maintenance contract for the generator.
- PAR. 51 Motion made by Trustee Engelbrecht, seconded by Trustee Ceretto, to approve the revised maintenance contract with Patten Power Systems in the amount of \$2,112.00, as presented. Roll #3 was called. Voting was 'Aye' by Trustee Buergel, Ceretto, Dujsik, Engelbrecht, Olson, and Schneider. No 'Nays'. Motion carried 6 – 0.
- PAR. 52 Ms. Regan asked for approval of the proposal to repair the staff elevator.
- PAR. 53 Motion made by Trustee Engelbrecht, seconded by Trustee Schneider, to approve the proposal from Kone, Inc. to furnish and install a new infrared door detector on the staff elevator in the amount of \$1,817.20, as presented. Roll #4 was called. Voting was 'Aye' by Trustee Buergel, Ceretto, Dujsik, Engelbrecht, Olson, and Schneider. No 'Nays'. Motion carried 6 – 0.
- PAR. 54 Trustee Dujsik also congratulated Ms. Regan on her negotiating skills for the final price for the elevator repair.
- PAR. 55 **PUBLIC DISCUSSION:** Trustee Ceretto asked Ms. Malysa if the ship in the children's play area is being repaired.
- PAR. 56 Ms. Malysa replied that new parts were ordered but have not arrived.
- PAR. 57 Trustee Dujsik noted that information regarding the In-House use of 3 I-Pads was received from Ms. Malysa, as requested by the board.
- PAR. 58 Trustee Dujsik asked the Policy Committee to review the In-House use of Equipment Policy.
- PAR. 59 Ms. Pajor asked the board for further direction regarding full-time staff working Sundays.
- PAR. 60 Discussion ensued.
- PAR. 61 It was the consensus of the board to allow department managers to schedule all full-time staff for their 37.5 hours per week as department managers see fit until such time the issue is visited by the Personnel Committee for review.
- PAR. 62 Motion made by Trustee Dujsik, seconded by Trustee Olson, to move to an executive session at 8:45 pm. Motion carried by voice vote. 6 – 0.
- PAR. 63 Vice President Buergel reconvened the regular board meeting at 9:50 pm. Roll was called. A quorum was present.
- PAR. 64 Motion was made by Trustee Dujsik, seconded by Trustee Schneider to offer the position of Library Director to Ms. Sarah Cottonaro with a salary to be negotiated by the President and Personnel Committee based on input from the Board. Roll #5 was called. Voting was 'Aye' by Trustee Buergel, Ceretto, Dujsik, Engelbrecht, Olson, and Schneider. No 'Nays'. Motion carried 6 – 0.

- PAR. 65 Motion made by Trustee Engelbrecht, Trustee Olson, to accept the contract provisions provided by Ms. Trela to be hired as a Board Consultant at the rate of \$37.00 per hour, as presented.
- PAR. 66 Trustee Dujsik opposed the hiring of a Board Consultant, and stated he would rather have the new Director work on the issues at hand.
- PAR. 67 Roll #6 was called. Voting was 'Aye' by Trustee Buerger, Ceretto, Engelbrecht, Olson, and Schneider. 'Nay' by Trustee Dujsik. Motion carried 5 – 1.
- PAR. 68 Motion made by Trustee Engelbrecht, seconded by Trustee Olson, to adjourn the meeting. Motion carried by voice vote 6 - 0. The meeting adjourned at 10:00 pm.

MARY JANE SCHNEIDER, SECRETARY

ALSIP-MERRIONETTE PARK
PUBLIC LIBRARY DISTRICT
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APPROVED-AMENDED _____ DATE _____

/car ** Denotes follow-up required