

MINUTES
ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
May 13, 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 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. Sandra Leyva, Patron Services Manager, and Ms. Susana Leyva, Technical Services Manager were in attendance. Mr. Buergel, public was also in attendance.
- PAR. 2 The Pledge of Allegiance was recited.
- PAR. 3 **MINUTES:** The minutes of the April 8, 2014 regular board meeting were presented for disposition.
- PAR. 4 Motion was made by Trustee Olson, seconded by Trustee Engelbrecht, to approve the minutes of April 8, 2014 as presented. Motion carried by voice vote. 6 – 0.
- PAR. 5 **ATTORNEY’S REPORT:** No Report.
- PAR. 6 **OFFICERS’ REPORTS:**
- PAR. 7 **PRESIDENT’S REPORT:** No Report.
- PAR. 8 **VICE PRESIDENT:** No Report.
- PAR. 9 **SECRETARY:** No Report.
- PAR. 10 **TREASURER:** The Treasurers Report dated April 2014 was presented for approval.
- PAR. 11 Trustee Dujsik asked if there was any progress with PMA Financial Company regarding the library’s investments.
- PAR. 12 Ms. Cottonaro replied that she is currently gathering all the necessary information for PMA. She went on to report that once PMA received the information it would take approximately a month for a plan to be drafted.
- PAR. 13 Motion made by Trustee Schneider, seconded by Trustee Ceretto, to accept and place on file the Treasurer’s Report dated April 2014, as presented. Motion carried by voice vote. 6 – 0.
- PAR. 14 **FINANCE:** A list of bills dated May 13, 2014 was presented for payment.

- PAR. 15 Motion made by Trustee Buergel, seconded by Trustee Dujsik, to authorize and approve payment of the May 13, 2014 bills in the amount of \$171,813.38, 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. 16 **POLICY:** The minutes from the March 4, 2014 Policy Committee meeting were presented for disposition.
- PAR. 17 Motion made by Trustee Ceretto, seconded by Trustee Engelbrecht, to accept and place on file the minutes from the March 4, 2014 Policy Committee meeting, as presented. Motion carried by voice vote. 6 – 0.
- PAR. 18 The minutes from the May 6, 2014 Policy Committee meeting were presented for disposition.
- PAR. 19 Motion made by Trustee Ceretto, seconded by Trustee Schneider, to accept and place on file the minutes from the May 6, 2014 Policy Committee meeting, as presented. Motion carried by voice vote 6 – 0.
- PAR. 20 **AD HOC COMMITTEE REPORTS:**
- PAR. 21 **HISTORY COMMITTEE:** No Report.
- PAR. 22 **LIBRARY DIRECTOR’S REPORT:** Ms. Cottonaro presented her report.
- PAR. 23 Trustee Engelbrecht asked the board about hanging the trustee plaque in the board room.
- PAR. 24 It was the consensus of the board to hang the plaque on the north wall. Ms. Regan will instruct the maintenance department to take care of it.
- PAR. 25 **UNFINISHED BUSINESS:** Trustee Olson reported on the recent revisions to the Collection Development Policy, the Patron Use of Equipment Policy, and the General Information Policy. Copies of the revised policies were provided to all trustees.
- PAR. 26 Motion made by Trustee Dujsik, seconded by Trustee Olson, to approve the revised Collection Development Policy, as presented. Motion carried by voice vote. 6 – 0.
- PAR. 27 Motion made by Trustee Dujsik, seconded by Trustee Olson, to approve the revised Patron Use of Equipment Policy, as presented. Motion carried by voice vote. 6 – 0.
- PAR. 28 Motion made by Trustee Ceretto, seconded by Trustee Dujsik, to approve the revised General Information Policy, as corrected. Motion carried by voice vote. 6 – 0.
- PAR. 29 Motion made by Trustee Ceretto, seconded by Trustee Schneider, to approve the Administrative Office position from part-time to full-time, as presented. Roll #2 was called. Voting was ‘Aye’ by Trustee Buergel, Ceretto, Dujsik, Engelbrecht, Olson, and Schneider. No ‘Nays’. Motion carried 6 – 0.

- PAR. 30 The majority of the board agreed to purchase blue/gray lobby mats without a custom logo to keep the cost down. Trustee Ceretto and Dujsik preferred the light gray color.
- PAR. 31 **NEW BUSINESS:** Ms. Cottonaro asked for approval to accept the contract from Roy Erikson Outdoor Maintenance, Inc. to have the parking lot sealcoated and striped.
- PAR. 32 President McKendree arrived at 8:05 pm.
- PAR. 33 Motion made by Trustee Ceretto, seconded by Trustee Buergel, to accept the contract from Roy Erikson Outdoor Maintenance, Inc. for sealcoating and striping the library's parking lot in the amount of \$4,158.38, as presented. Roll #3 was called. Voting was 'Aye' by Trustee Buergel, Ceretto, Schneider, and President McKendree. 'Nay' by Trustee Dujsik, Engelbrecht, and Olson. Motion carried 4 – 3.
- PAR. 34 Ms. Cottonaro asked for approval to accept the contract from Andrew McCann Lawn Sprinkler Company for the installation of lawn sprinklers.
- PAR. 35 A lively discussion ensued.
- PAR. 36 President McKendree asked Ms. Cottonaro to make sure that Andrew McCann Lawn Sprinkler Company was made aware that the board is not dismissing but instead putting on hold, the added proposal for sprinklers to be added to the public right of ways.
- PAR. 37 Motion made by Trustee Ceretto, seconded by Trustee Schneider, to approve the contract with Andrew McCann Lawn Sprinkler Company for the installation of an automatic law sprinkler system in the amount of \$9,987.00, as presented. Roll #4 was called. Voting was 'Aye' by Trustee Buergel, Ceretto, Dujsik, Engelbrecht, Olson, Schneider, and President McKendree. No 'Nays'. Motion carried 7 – 0.
- PAR. 38 Ms. Cottonaro asked for approval to change the start time for all future regular board meetings to 7:00 pm.
- PAR. 39 A lively discussion ensued.
- PAR. 40 No motion was made.
- PAR. 41 Ms. Cottonaro presented for approval a contract from The Management Association for a Benchmarking Analysis and Structure Development project.
- PAR. 42 President McKendree would like a sample report provided to the board.
- PAR. 43 Ms. Cottonaro replied she would ask The Management Association if they would supply a sample report.
- PAR. 44 President McKendree asked Ms. Regan to supply the board with the last project completed for the library by The Management Association.
- PAR. 45 No motion was made.
- PAR. 46 Ms. Cottonaro asked for approval for the salary raise schedule for the fiscal year 2014 – 2015.

- PAR. 47 The board would like Ms. Cottonaro to supply them with the current Consumer Price Index report for review and discussion at the next Personnel Committee meeting.
- PAR. 48 A Personnel Committee of the Whole meeting was set for Tuesday, May 20, 2014 at 7:30 pm.
- PAR. 49 It was the consensus of the board to have all Committees listed on the monthly agenda.
- PAR. 50 **PUBLIC DISCUSSION:** Trustee Dujsik mentioned that the Worth Township was having a shredding event this coming weekend.
- PAR. 51 Trustee Engelbrecht reported that he had been told that the book drop room was experiencing moisture problems.
- PAR. 52 Ms. Regan said it had been and has been rectified for the time being. She went on to remind the board that the room does not have an air conditioner or de-humidifier.
- PAR. 53 Motion made by President McKendree, seconded by Trustee Dujsik, to adjourn the meeting. Motion carried by voice vote 7 - 0. The meeting adjourned at 8:52 pm.

MARY JANE SCHNEIDER, SECRETARY

ALSIP-MERRIONETTE PARK
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APPROVED-AMENDED _____ DATE _____

/car ** Denotes follow-up required