

MINUTES
ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
June 10, 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 President McKendree. Roll was called. Present were Trustees Buergel, Ceretto, Dujsik, Engelbrecht, Olson, Schneider and 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, Ms. Susana Leyva, Technical Services Manager, and Ms. Avalos, Office Assistant were in attendance. Mr. Poremba, public was also in attendance.
- PAR. 2 The Pledge of Allegiance was recited.
- PAR. 3 The new Office Assistant, Ms. Avalos introduced herself to the Trustees. Ms. Avalos stated that she previously worked in the Technical Department for the last 5 years and was happy to have the opportunity to grow within the library.
- PAR. 4 The Trustees welcomed Ms. Avalos and introduced themselves.
- PAR. 5 Ms. Avalos left the meeting at 7:40 pm.
- PAR. 6 **MINUTES:** The minutes of the May 13, 2014 regular board meeting were presented for disposition.
- PAR. 7 Motion was made by Trustee Dujsik, seconded by Trustee Engelbrecht, to approve the minutes of May 13, 2014 as presented. Motion carried by voice vote. 7 – 0.
- PAR. 8 **ATTORNEY’S REPORT:** No Report.
- PAR. 9 **OFFICERS’ REPORTS:**
- PAR.10 **PRESIDENT’S REPORT:** No Report.
- PAR. 11 **VICE PRESIDENT:** No Report.
- PAR. 12 **SECRETARY:** President McKendree reported that Trustee Schneider, Mr. Poremba and herself attended the Friends of the Cal-Sag Trail Ground Breaking Ceremony for the new bike trail on June 7, 2014 at Freedom Park. Trustee Schneider along with President McKendree said it was a very nice event with many surrounding area Mayors attending.
- PAR. 13 **TREASURER:** The Treasurers Report dated May 2014 was presented for approval.
- PAR. 14 Trustee Dujsik again inquired if there was any progress with PMA Financial Company regarding the library’s investment accounts.

- PAR. 15 Ms. Cottonaro reported that the library has supplied all the necessary information for PMA. She went on to report the library is currently waiting for PMA to send the financial plan for board review.
- PAR. 16 Motion made by Trustee Dujsik, seconded by Trustee Olson, to accept and place on file the Treasurer's Report dated May 2014, as presented. Motion carried by voice vote. 7 – 0.
- PAR. 17 **FINANCE:** A list of bills dated June 10, 2014 was presented for payment.
- PAR. 18 Motion made by Trustee Dujsik, seconded by Trustee Buergel, to authorize and approve payment of the June 10, 2014 bills in the amount of \$120,887.63, as presented. Roll #1 was called. Voting was 'Aye' by Trustee Buergel, Ceretto, Dujsik, Engelbrecht, Olson, Schneider, and President McKendree. No 'Nays'. Motion carried. 7 – 0.
- PAR. 19 **BUILDING & GROUNDS:** Ms. Cottonaro reported that various filters have been ordered and installed to help with the new furniture aromas on the lower level and stated that they have made a vast improvement.
- PAR. 20 **POLICY:** No Report.
- PAR. 21 **BY-LAWS:** No Report.
- PAR. 22 **PUBLIC RELATIONS:** No Report.
- PAR. 23 **PERSONNEL:** The minutes of the May 20, 2014 Personnel Committee meeting were presented for disposition.
- PAR. 24 Motion was made by President McKendree, seconded by Trustee Buergel, to approve the minutes of the May 20, 2014 Personnel Committee meeting, as presented. Motion carried by voice vote. 7 – 0.
- PAR. 25 It was the consensus of the board to table the approval of the minutes from the June 3, 2014 Personnel Committee meeting until the next regular board meeting on July 8, 2014.
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- PAR. 26 **TRUSTEE EDUCATION:** President McKendree reported that she and Trustee Engelbrecht toured the Digital Media Lab at the New Lenox Public Library. President McKendree suggested that it would be a nice service to provide to our patrons.
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- PAR. 27 Ms. Cottonaro said she would research it further.
- PAR. 28 President McKendree also encouraged all trustees to watch for upcoming trustee workshops in their monthly American Library Association and Public Library Association subscriptions.
- PAR. 29 **INSURANCE:** No Report.
- PAR. 30 **AD HOC COMMITTEE REPORTS:**

- PAR. 31 **HISTORY COMMITTEE:** No Report.
- PAR. 32 **LIBRARY DIRECTOR'S REPORT:** Ms. Cottonaro presented her report.
- PAR. 33 Ms. Sandra Leyva presented to the board a new design for the library's new patron cards, depicting an image of the library's exterior.
- PAR. 34 The boards thanked Ms. Leyva and were very happy with the look of it.
- PAR. 35 **UNFINISHED BUSINESS:** Motion made by Trustee Dujsik, seconded by Trustee Olson, to approve the revised Youth Service Manager's job description, as corrected. Motion carried by voice vote. 7 – 0.
- PAR. 36 Motion made by Trustee Dujsik, seconded by Trustee Ceretto, to approve the revised Business Manager's job description, as presented. Motion carried by voice vote. 7 – 0.
- PAR. 37 Motion made by Trustee Dujsik, seconded by Trustee Olson, to approve the revised Patron Service Manager's job description, as corrected. Motion carried by voice vote. 7 – 0.
- PAR. 38 Motion made by Trustee Dujsik, seconded by Trustee Ceretto, to approve the revised Technical Service Manager's job description, as corrected. Motion carried by voice vote. 7 – 0.
- PAR. 39 Motion made by Trustee Ceretto, seconded by Trustee Buergel, to approve the revised Adult Service Manager's job description, as corrected. Motion carried by voice vote. 7 – 0.
- PAR. 40 **NEW BUSINESS:** Motion made by President McKendree, seconded by Trustee Ceretto, to approve the regular board meeting dates for the Fiscal Year 2014-2015, as presented. Motion carried by voice vote 7 – 0.
- PAR. 41 Motion made by President McKendree, seconded by Trustee Buergel and Dujsik, to approve closing early at 5:00 pm. on July 3, 2014, as presented. Roll #2 was called. Voting was 'Aye' by Trustee Buergel, Ceretto, Dujsik, Engelbrecht, Olson, Schneider, and President McKendree. No 'Nays'. Motion carried 7 – 0.
- PAR. 42 Motion made by Trustee Ceretto, seconded by Trustee Dujsik to approve Ordinance No. 14-16-1 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 Buergel, Ceretto, Dujsik, Engelbrecht, Olson, Schneider, and President McKendree. No 'Nays'. Motion carried 7 – 0.
- PAR. 43 Motion made by Trustee Ceretto, seconded by Trustee Schneider, to approve the annual service contract with National Heat and Power in the amount of \$9,400.00, 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. 44 Motion made by Trustee Ceretto, seconded by Trustee Dujsik to approve the proposal from Interior Investments for 6 paperback book stands in the amount not to exceed \$5,182.94, as presented. Roll #5 was called. Voting was ‘Aye’ by Trustee Buergel, Ceretto, Dujsik, Olson, Schneider, and President McKendree. ‘Nay’ by Trustee Engelbrecht. Motion carried 6 – 1.
- PAR. 45 Discussion ensued regarding the budget for the Fiscal Year 2014 – 2015.
- PAR. 46 Trustee Ceretto asked for new signage for the non-fiction area.
- PAR. 47 President McKendree suggested looking into artwork for the library.
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- PAR. 48 Trustee Engelbrecht asked Ms. Cottonaro to research any information regarding archival supplies while attending the upcoming American Library Association Conference.
- PAR. 49 Ms. Cottonaro replied she would keep an eye out for any information.
- PAR. 50 Motion made by President McKendree, seconded by Trustee Ceretto, to move to an executive session at 8:49 pm. Motion carried by voice vote. 7 – 0.
- PAR. 51 President McKendree reconvened the regular board meeting at 9:36 pm. Roll was called. A quorum was present.
- PAR. 52 **PUBLIC DISCUSSION:** Trustee Buergel mentioned that the Worth Township Advanced Oil Painting Class will be exhibiting their work at the Evergreen Park Public Library on Saturday, June 14, 2014 at 1:00 pm.
- PAR. 53 President McKendree reminded all trustees that the Alsip Park District is having their annual Fun Fest at the Aquatic Park on Saturday, June 14, 2014 at 11:00 am.
- PAR. 54 Trustee Olson left the room at 9:39 pm.
- PAR. 55 Trustee Olson returned at 9:40 pm.
- PAR. 56 President McKendree would like the library to think about hosting a Spelling Bee at next year’s Alsip Park District’s Fun Fest.
- PAR. 57 Trustee Dujsik asked Ms. Cottonaro to look into the Pulaski Day celebration that the Village of Alsip hosts in December, stating that due to short notice we were unable to participate in 2013.
- PAR. 58 Ms. Cottonaro assured Trustee Dujsik that she would look into it.

PAR. 59 Motion made by Trustee Ceretto, seconded by Trustee Olson, to adjourn the meeting.
Motion carried by voice vote 7 - 0. The meeting adjourned at 9:45 pm.

MARY JANE SCHNEIDER, SECRETARY

ALSIP-MERRIONETTE PARK
PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES

APPROVED-AMENDED _____ DATE _____

/car ** Denotes follow-up required