

MINUTES
ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
September 9, 2014

- PAR. 1 The regular monthly meeting of the ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES was called to order at 7:34 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. Malysa, Youth Services Manger; Ms. Pajor, Adult Services Manager; Ms. Sandra Leyva, Patron Services Manager, and Ms. Susana Leyva, Technical Services Manager were in attendance. Attorney Perlman and Mr. Poremba, public were also in attendance.
- PAR. 2 The Pledge of Allegiance was recited.
- PAR. 3 **MINUTES:** The minutes of the August 12, 2014 regular board meeting were presented for disposition.
- PAR. 4 Motion was made by Trustee Dujsik, seconded by Trustee Olson, to approve the minutes of August 12, 2014 as presented. Motion carried by voice vote. 7 – 0.
- PAR. 5 **ATTORNEY’S REPORT:** Attorney Perlman reported that notice had been published according to the law regarding the public hearing for tonight, September 9, 2014.
- PAR. 6 President McKendree called to order the public hearing at 7:35 pm concerning the Budget and Appropriations for Fiscal Year 2014 – 2015.
- PAR. 7 Attorney Perlman presented and explained Ordinance #14-9-3, an Ordinance providing for a Budget and Appropriations for the Fiscal Year Beginning on July 1, 2014 and Ending on June 30, 2015 for the Alsip-Merrionette Park Public Library District.
- PAR. 8 Hearing no questions or objections from the public, President McKendree closed the public hearing at 7:36 pm.
- PAR. 9 Motion made by Trustee Ceretto, seconded by Trustee Dujsik, to adopt and place on file Ordinance No. 14-9-3, an Ordinance Providing for a Budget and Appropriations for the Fiscal Year Beginning July 1, 2014 and ending June 30, 2015 for the Alsip-Merrionette Park Public Library District, as presented. Roll #1 was called. Voting was 'Aye' by Trustees Buergel, Ceretto, Dujsik, Engelbrecht, Olson, Schneider, and President McKendree. No 'Nays'. Motion carried 7 – 0.
- PAR. 10 Trustee Engelbrecht asked Attorney Perlman for an update on the current building issues.
- PAR. 11 Discussion ensued.
- PAR. 12 Attorney Perlman stated that he would report any new developments.

- PAR. 13 **OFFICERS' REPORTS:**
- PAR. 14 **PRESIDENT'S REPORT:** No Report.
- PAR. 15 **VICE PRESIDENT:** No Report.
- PAR. 16 **SECRETARY:** Secretary Schneider read aloud a thank you note from Ms. Regan for her annual raise.
- PAR. 17 Secretary Schneider commented on the delicious cookies donated by the Alsip Double Tree Hotel.
- PAR. 18 **TREASURER:** The Treasurers Report dated August 2014 was presented for approval.
- PAR. 19 Trustee Dujsik asked for a meeting with PMA Financial to discuss their recent investment proposal for the library.
- PAR. 20 Director Cottonaro said she would contact PMA Financial and set up a meeting.
- PAR. 21 Motion made by Trustee Ceretto, seconded by Trustee Buergel, to accept and place on file the Treasurer's Report dated August 2014, as presented. Motion carried by voice vote. 7 – 0.
- PAR. 22 **FINANCE:** A list of bills dated September 9, 2014 was presented for payment.
- PAR. 23 Motion made by Trustee Ceretto, seconded by Trustee Engelbrecht, to authorize and approve payment of the September 9, 2014 bills in the amount of \$156,407.58, 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. 24 **BUILDING & GROUNDS:** Trustee Dujsik left the room at 8:06 pm.
- PAR. 25 President McKendree noted that a few of the exterior trees looked like they weren't doing well.
- PAR. 26 Trustee Dujsik returned at 8:07 pm.
- PAR. 27 **POLICY:** Trustee Olson submitted the minutes from the Policy Committee Meeting on August 18, 2014.
- PAR. 28 President McKendree submitted a verbal minority report opposed to having unlimited computer use for non-resident card holders and noted for the record that she is still opposed.
- PAR. 29 Trustee Ceretto and Schneider stated that they too would be opposed to having unlimited computer use for non-resident card holders.

- PAR. 30 President McKendree encouraged the Policy Committee to reconsider the policy for
** computer use in the near future.
- PAR. 31 Motion made by Trustee Ceretto, seconded by President McKendree, to refer the
** verbiage to the Policy Committee to rewrite the Section V. Patron Use of Equipment
Policy and present for vote at the October 14, 2014 regular meeting. 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. 32 Trustee Olson presented Policy 3.5 Teacher Loan Cards for approval.
- PAR. 33 Discussion ensued.
- PAR. 34 Motion made by Trustee Olson, seconded by Trustee Dujsik, to approve Policy 3.5
Teacher Loan Cards as revised with the omission of ‘*District #130*’ to both Policy 3.5,
paragraph #1 and the Teacher Loan Card Application, Paragraph #3, the additional
wording ‘*for a period of 3 weeks*’ to the Teacher Loan Card Application, Paragraph #3
and removing the word ‘*and*’ from Paragraph #2 of the Teacher Loan Card Application.
Roll #4 was called. Voting was ‘Aye’ by Trustee Buergel, Dujsik, Engelbrecht, and
Olson. ‘Nay’ by Ceretto, Schneider and President McKendree. Motion carried. 4 – 3.
- PAR. 35 **BY-LAWS:** No Report.
- PAR. 36 **PUBLIC RELATIONS:** Director Cottonaro reminded Trustees that the library would
be hosting an Alsip Chamber of Commerce luncheon on September 11, 2014 at 12:00 pm
and invited all trustees to attend.
- PAR. 37 President McKendree suggested the library host computer classes for the Alsip Chamber
businesses’ employees with funds from the *Eliminate the Digital Divide* grant.
- PAR. 38 Director Cottonaro said she would look into it.
- PAR. 39 **PERSONNEL:** Trustee Dujsik presented the minutes from the August 18, 2014
Personnel Committee Meeting for disposition. He also gave the committee’s
recommendations regarding the Teen Service Librarian Job Description.
- PAR. 40 Motion made by Trustee Dujsik, seconded by Trustee Engelbrecht, to accept and place on
file the minutes from the August 18, 2014 Personnel Committee meeting, as presented.
Motion carried by voice vote. 7 – 0.
- PAR. 41 Motion made by Trustee Dujsik, seconded by President McKendree, to accept the job
description for a Teen Services Librarian as revised with Page 2, No. 8. Reading ‘*Is*
sensitive...’ and upon recommendation from the Personnel Committee. Roll #5 was
called. Voting was ‘Aye’ by Trustee Buergel, Ceretto, Dujsik, Engelbrecht, Olson,
Schneider, and President McKendree. No ‘Nays’. Motion carried. 7 – 0.
- PAR. 42 **TRUSTEE EDUCATION:** Trustee Engelbrecht inquired about upcoming trustee
conferences.

- PAR. 43 Director Cottonaro mentioned the upcoming American Library Association Midwinter Meeting to be held in Chicago from January 30, 2015 through February 3, 2015 and the Illinois Library Association Annual Conference to be held in Springfield from October 14, 2014 through October 16, 2014.
- PAR. 44 Director Cottonaro informed the board that the 2015 American Library Association Annual Conference will be held in San Francisco, CA from June 25, 2015 through June 30, 2015.
- PAR. 45 Director Cottonaro stated that if any Trustees were interested in attending any of the conferences to please contact her and she would register them.
- PAR. 46 President McKendree reported that she hasn't received any literature from the Public Library Association and asked Ms. Regan to look into it.
- PAR. 47 **INSURANCE:** Director Cottonaro passed out copies of the insurance renewal from A.J. Gallagher for liability and workers compensation along with premiums from several other insurance companies.
- PAR. 48 All trustees should come prepared to vote at the regular October 14, 2014 board meeting.
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- PAR. 49 **AD HOC COMMITTEE REPORTS:**
- PAR. 50 **HISTORY COMMITTEE:** No Report.
- PAR. 51 **LIBRARY DIRECTOR'S REPORT:** Director Cottonaro presented her report. Most items had been discussed.
- PAR. 52 Director Cottonaro reported that the IPLAR had been submitted on August 25, 2014 and reminded trustees that in addition for the IPLAR to be completed, there needs to be an audit of the regular board minutes for the Fiscal Year 2013 – 2014.
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- PAR. 53 President McKendree asked for volunteers.
- PAR. 54 Trustee Ceretto and Engelbrecht volunteered to perform the audit of the minutes for Fiscal Year 2013 – 2014 in accordance with IPLAR requirements.
- PAR. 55 Director Cottonaro went on to report that for the Per Capita Grant, due October 15, 2014. There is a Trustee component to review *Chapter 7 of the Illinois Library Standards*. Director Cottonaro provided copies of Chapter 7 for all trustees.
- PAR. 56 She went on to report that another element of the Per Capita Grant is for the board to evaluate the current budget and determining if revenues and expenditures are sufficient.

- PAR. 57 Director Cottonaro commended Mr. Ken Jankowski for being very helpful this entire summer with regards to building issues.
- PAR. 58 Director Cottonaro also reported that new paperback racks have been delivered and installed and invited trustees to take a look at them after the meeting.
- PAR. 59 Director Cottonaro informed all trustees that the library could host computer training classes for trustees on Monday afternoons, October 20th, 27th, November 3rd, and November 10th. She said trustees could receive training for their new tablets. If any trustees are interested, they should contact her.
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- PAR. 60 Trustee Dujsik said he would be interested in attending the November classes.
- PAR. 61 President McKendree asked if the departments are weeding their collections.
- PAR. 62 Director Cottonaro replied yes and that weeding is an ongoing project.
- PAR. 63 President McKendree inquired about a budget discussion meeting
- PAR. 64 Director Cottonaro replied that she never heard from any trustees regarding concerns about the budget.
- PAR. 65 Trustee Dujsik said he previously had questions that Director Cottonaro answered.
- PAR. 66 **UNFINISHED BUSINESS:** Trustee Engelbrecht inquired about the ‘*Little Library*’ project that was brought before the board by Ms. Malysa.
- PAR. 67 Director Cottonaro stated that Ms. Malysa furnished her with a selection of various models and will add it to the agenda for October 14, 2014 regular meeting.
- PAR. 68 Trustee Ceretto commended Ms. Pajor and contributing staff on the library’s current Newsletter, further stating it was easy to read and very interesting.
- PAR. 69 **NEW BUSINESS:** Ms. Cottonaro presented several estimates for various landscaping projects.
- PAR. 70 It was the consensus of the board to have Roy Erikson Outdoor Maintenance complete the work to improve the turf with the stipulation that Roy Erikson Outdoor Maintenance completes all work themselves.
- PAR. 71 The board asked Ms. Regan to contact two more companies for estimates on supplying river rock to the two lower drainage areas of the building.
- PAR. 72 *President McKendree asked for a Straw Poll in favor of having the river rock landscaping project completed with an amount not to exceed \$2600.00. The majority of the board was in favor of this landscaping project.*

- PAR. 73 No motion was made.
- PAR. 74 **PUBLIC DISCUSSION:** Trustee Dujsik asked Ms. Malysa about raising the butterflies in the library.
- PAR. 75 Ms. Malysa explained that the youth department did indeed raise butterflies for three weeks in the youth department for public viewing.
- PAR. 76 Motion made by Trustee Buergel, seconded by Trustee Engelbrecht, to move to an executive session at 9:38 pm. Motion carried by voice vote. 7 – 0.
- PAR. 77 Trustee Engelbrecht left the room at 9:40 pm
- PAR. 78 Trustee Engelbrecht returned at 9:41 pm.
- PAR. 79 Trustee Olson left the room at 9:41 pm.
- PAR. 80 Trustee Olson returned at 9:44 pm.
- PAR. 81 Trustee Schneider left the room at 9:44 pm.
- PAR. 82 Trustee Schneider returned at 9:45 pm.
- PAR. 83 Motion made by Trustee Buergel, seconded by Trustee Olson to adjourn the executive session at 9:46 pm. and return to the regular order of business. Roll #6 was called. Voting was ‘Aye’ by Trustee Buergel, Ceretto, Dujsik, Engelbrecht, Olson, Schneider, and President McKendree. No ‘Nays’. Motion carried. 7 – 0.
- PAR. 84 President McKendree reconvened the regular board meeting at 9:46 pm. Roll was called. A quorum was present.
- PAR. 85 Motion made by Trustee Ceretto, seconded by Trustee Olson, to accept the committee report as presented. Roll #7 was called. Voting was ‘Aye’ by Trustee Buergel, Ceretto, Dujsik, Engelbrecht, Olson, Schneider, and President McKendree. No ‘Nays’. Motion carried. 7 – 0.
- PAR. 86 Motion made by Trustee Ceretto, seconded by Trustee Olson, to adjourn the meeting. Motion carried by voice vote 7 - 0. The meeting adjourned at 9:47 pm.

MARY JANE SCHNEIDER, SECRETARY

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APPROVED-AMENDED _____ DATE _____

/car ** Denotes follow-up required