

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

- PAR. 1 The regular monthly meeting of the ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES was called to order at 7:32 pm by President McKendree. Roll was called. Present were Trustees Buergel, Ceretto, Dujsik, Engelbrecht, and President McKendree. Absent were Trustees Olson, and Schneider. A quorum was present. Ms. Cottonaro, Director; Ms. Regan, Business Manager, and Ms. Sandra Leyva, Patron Services Manager were in attendance. Mr. Poremba, public was also in attendance.
- PAR. 2 In the absence of Secretary Schneider, President McKendree appointed Trustee Dujsik secretary pro-tem.
- PAR. 3 The Pledge of Allegiance was recited.
- PAR. 4 **MINUTES:** The minutes of the September 9, 2014 regular board meeting were presented for disposition.
- PAR. 5 Motion was made by Trustee Dujsik, seconded by Trustee Buergel, to approve the minutes of September 9, 2014 as presented. Motion carried by voice vote. 5 – 0.
- PAR. 6 **ATTORNEY'S REPORT:** Director Cottonaro reported that the attorney would be attending the November 11, 2014 regular board meeting.
- PAR. 7 **OFFICERS' REPORTS:**
- PAR. 8 **PRESIDENT'S REPORT:** President McKendree reported that she met with Ms. Garrett, who is donating and planting several native plants to the library.
- PAR. 9 Director Cottonaro added that Ms. Garrett has already installed some of the plants.
- PAR. 10 President McKendree mentioned that she had attended the recent Alsip Chamber of Commerce Annual Auction, and that they had many nice items up for auction, and she had a great time.
- PAR. 11 President McKendree read aloud a note from the Alsip Chamber of Commerce thanking the library for hosting the September 2014 luncheon and for their donation to the auction.
- PAR. 12 **VICE PRESIDENT:** No Report.
- PAR. 13 **SECRETARY:** No Report.
- PAR. 14 **TREASURER:** The Treasurers Report dated September 2014 was presented for approval.
- PAR. 15 Motion made by Trustee Ceretto, seconded by Trustee Buergel, to accept and place on file the Treasurer's Report dated September 2014, as presented. Motion carried by voice vote. 5 – 0.
- PAR. 16 **FINANCE:** A list of bills dated October 14, 2014 was presented for payment.

- PAR. 17 Motion made by Trustee Buerger, seconded by Trustee Engelbrecht, to authorize and approve payment of the October 14, 2014 bills in the amount of \$165,520.28, as presented. Roll #1 was called. Voting was 'Aye' by Trustee Buerger, Ceretto, Dujsik, Engelbrecht, and President McKendree. No 'Nays'. Motion carried. 5 – 0.
- PAR. 18 Director Cottonaro presented the annual audit report for board review and approval.
- PAR. 19 Trustee Dujsik noted on page 5, paragraph 1 of the Management's Discussion and Analysis report provided, that the "library's revenue increased from the previous year due to the library's relationship with PMA Financial Network, Inc., who invests the library's funds in a more productive manner than with our former reliance on lower interest options".
- PAR. 20 A lively discussion ensued.
- PAR. 21 Motion made by Trustee Ceretto, seconded by Trustee Engelbrecht, to accept and place on file the Annual Financial Audit for the year ending June 30, 2014, as presented. Roll #2 was called. Voting was 'Aye' by Trustee Buerger, Ceretto, Dujsik, Engelbrecht, and President McKendree. No 'Nays'. Motion carried. 5 – 0.
- PAR. 22 **BUILDING & GROUNDS:** President McKendree inquired again about the automated flagpole.
- PAR. 23 Director Cottonaro said she would contact the manufacturer and report back to the board.
- PAR. 24 Trustee Engelbrecht asked why the library's automated exterior sign no longer displayed the current outdoor temperature.
- PAR. 25 Director Cottonaro replied that the sign had been displaying the wrong temperature and that she is looking into an updated software program for the sign.
- PAR. 26 Trustee Ceretto asked if the library is now equipped with the appropriate window shades.
- PAR. 27 Director Cottonaro replied yes, all shades had been installed.
- PAR. 28 President McKendree reported that during her walk around the library's exterior, she noted several dead birds that had apparently flown into the library's windows on the east side, she asked that the blinds be kept lowered until after the migration season.
- PAR. 29 **POLICY:** The minutes from the Policy Committee Meeting on August 18, 2014.
- PAR. 30 Motion made by Trustee Engelbrecht, seconded by Trustee Dujsik, to approve the minutes of the Policy Committee Meeting on August 18, 2014 as presented. Motion carried by voice vote. 5 – 0.
- PAR. 31 **BY-LAWS:** No Report.
- PAR. 32 **PUBLIC RELATIONS:** No Report.
- PAR. 33 **PERSONNEL:** Director Cottonaro reported that Ms. Pajor will soon begin interviewing for the new Teen Librarian.
- PAR. 34 She also reported that Mr. Olson, the new Maintenance Mechanic has been hired.

- PAR. 35 Director Cottonaro stated that after the holidays, she would like the personnel committee to meet regarding support staff job descriptions.
- PAR. 36 Director Cottonaro also read aloud a thank you letter from the Worth Township addressed to Librarian Ruiz thanking the library's patrons and employees for all the support given to their food pantry.
- PAR. 37 President McKendree mentioned she had supplied Trustee Dujsik with an evaluation form for the library director and asked him to review it.
- PAR. 38 Trustee Dujsik stated he would review the form and report back to President McKendree.
- PAR. 39 **TRUSTEE EDUCATION:** Director Cottonaro reminded the board of the upcoming American Library Association mid-winter conference in Chicago between January 30, 2015 and February 3, 2015. She also mentioned the American Library Association Annual Conference to be held in San Francisco, CA from June 25 – 30, 2015.
- PAR. 40 President McKendree stated that she would like to attend the Chicago Conference and encouraged other board members to try and attend one of these conferences.
- PAR. 41 **INSURANCE:** Director Cottonaro reported that the renewals from A.J.Gallagher for the library's liability and workers compensation insurance went smoothly and that the staff's medical insurance renewal through LIMRiCC will begin on January 1, 2015.
- PAR. 42 **AD HOC COMMITTEE REPORTS:**
- PAR. 43 **HISTORY COMMITTEE:** No Report.
- PAR. 44 **LIBRARY DIRECTOR'S REPORT:** Director Cottonaro presented her report. Most items had been discussed.
- PAR. 45 Director Cottonaro reported that the IPLAR and Per Capita has been received by the Illinois State Library.
- PAR. 46 She also reported that full-time staff is receiving training for Joomla, the library's website content management system.
- PAR. 47 Director Cottonaro reported that the annual audit went well and commended Ms. Regan and Ms. Avalos for their work with the auditors.
- PAR. 48 Director Cottonaro went on to report that the library passed its recent fire inspection citing no violations.
- PAR. 49 **UNFINISHED BUSINESS:** Director Cottonaro presented the PMA Financial Network, Inc. investment proposal for approval.
- PAR. 50 Director Cottonaro reported that PMA Financial met with Trustee Dujsik, Trustee Engelbrecht and administrative staff and presented the cash flow management proposal.

- PAR. 51 Trustee Dujsik stated he did attend the presentation and would recommend working with PMA Financial Network, Inc.
- PAR. 52 President McKendree submitted a verbal minority report stating that she is 100% opposed to working with PMA Financial Network, Inc. and feels that the library administrative staff is competent to work with local banks.
- PAR. 53 A lively discussion ensued.
- PAR. 54 Motion made by Trustee Dujsik, seconded by Trustee Engelbrecht, to accept the proposal from PMA Financial Network, Inc., as presented. Roll #3 was called. Voting was 'Aye' by Trustees Dujsik and Engelbrecht. 'Nay' by President McKendree. 'Abstain' by Trustee Buergel and Ceretto. Motion failed. 2 – 1 – 2.
- PAR. 55 **NEW BUSINESS:** Ms. Cottonaro presented a contract for snow removal from Roy Erikson Outdoor Maintenance for approval.
- PAR. 56 Motion made by Trustee Buergel, seconded by Trustee Dujsik, to approve and accept the 2015-2015 Snow Removal Contract from Roy Erikson Outdoor Maintenance, Inc., as presented. Roll #4 was called. Voting was 'Aye' by Trustees Buergel, Ceretto, Dujsik, Engelbrecht, and President McKendree. Motion carried. 5 – 0.
- PAR. 57 Director Cottonaro asked for approval on extending the library's hours on December 12, 2014 until 9:00 pm for participation in the Alsip Village 'Christmas on Pulaski'.
- PAR. 58 Discussion ensued.
- PAR. 59 No motion was made.
- PAR. 60 Director Cottonaro asked the board to consider year round Sunday hours at the library.
- PAR. 61 Discussion ensued.
- PAR. 62 No motion was made.
- PAR. 63 **PUBLIC DISCUSSION:** No Report.
- PAR. 64 Motion made by Trustee Ceretto, seconded by President McKendree, to adjourn the meeting. Motion carried by voice vote 5 - 0. The meeting adjourned at 8:32 pm.

GERALD DUJSIK, SECRETARY PRO-TEM

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APPROVED-AMENDED _____ DATE _____

/car ** Denotes follow-up required