

MINUTES
ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
September 8, 2015

- 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 Dujsik, Engelbrecht, Olson, Schneider and President McKendree. Absent were Trustees Buergel and Ceretto. A quorum was present. Ms. Cottonaro, Director; Ms. Malysa, Youth Services Manager; Ms. Pajor, Adult Services Manager; Ms. Susana Leyva, Technical Services Manager; Ms. Sandra Leyva, Patron Services Manager; and Mr. Poremba public, were in attendance.
- PAR. 2 The Pledge of Allegiance was recited.
- PAR. 3 **MINUTES:** The minutes of the August 11, 2015 regular board meeting were presented for disposition.
- PAR. 4 Motion made by Trustee Dujsik, seconded by Trustee Olson, to approve the minutes of August 11, 2015, as corrected. Motion carried by voice vote 5 – 0.
- PAR. 5 **ATTORNEY'S REPORT:** Director Cottonaro presented *ORDINANCE NO. 15-9-2, AN ORDINANCE PROVIDING FOR A BUDGET AND APPROPRIATIONS FOR THE FISCAL YEAR BEGINNING ON JULY 1, 2015 ENDING ON JUNE 30, 2016 FOR THE ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT*, for approval.
- PAR. 6 Motion made by President McKendree, seconded by Trustee Dujsik to approve, *ORDINANCE NO 15-9-2, AN ORDINANCE PROVIDING FOR A BUDGET AND APPROPRIATIONS FOR THE FISCAL YEAR BEGINNING ON JULY 1, 2015 ENDING JUNE 30, 2016 FOR THE ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT*, as presented. Roll #1 was called. Voting was 'Aye' by Trustee Dujsik, Engelbrecht, Olson, Schneider and President McKendree. No 'Nays'. Motion carried 5 – 0.
- PAR. 7 Trustee Buergel arrived at 7:36 pm.
- PAR. 8 **APPOINTMENT OF COMMITTEE CHAIRS:** President McKendree again encouraged trustees to contact her before the end of the meeting stating their preference for serving on a specific committee.
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- PAR. 9 **OFFICERS' REPORTS:**
- PAR. 10 **PRESIDENT'S REPORT:** No Report.
- PAR. 11 **VICE PRESIDENT:** No Report.
- PAR. 12 **SECRETARY:** Director Cottonaro reported that per IPLAR requirements, Trustee Engelbrecht and Dujsik audited the minutes for fiscal year 2014 – 2015 and presented a

confirmation of the audit letter to be signed by Trustee Engelbrecht and Dujsik. Trustee Dujsik signed the letter. Trustee Engelbrecht, noting several grammatical errors, stated he would not sign the letter unless the wording of the letter was revised.

PAR. 13 President McKendree noted that the review of the minutes is to ensure that the board had followed through with and ultimately dispensed with items discussed at regular board meetings.

PAR. 14 **TREASURER:** The Treasurer's Report dated August 2015 was presented for approval.

PAR. 15 Motion made by Trustee Dujsik, seconded by Trustee Buergel, to place on file the Treasurer's Report dated August 2015, as presented. Motion carried by voice vote 6 – 0.

PAR. 16 **FINANCE:** A list of bills dated September 8, 2015 was presented for payment.

PAR. 17 Motion made by Trustee Buergel, seconded by Trustee Dujsik to authorize and approve payment of the September 8, 2015 bills in the amount of \$161,136.58, as presented. Roll #2 was called. Voting was 'Aye' by Trustee Buergel, Dujsik, Engelbrecht, Olson, Schneider and President McKendree. No 'Nays'. Motion carried 6 – 0.

PAR. 18 **BUILDING & GROUNDS:** Director Cottonaro reported on the walk around the exterior of the library with Trustee Olson and Roy from Roy Erikson Outdoor Maintenance. She went on to report that she is waiting on an estimate from Roy Erikson for revision to the library's landscaping. President McKendree indicated that nothing is to be done until his suggestions are received.

PAR. 19 ****** President McKendree stated that the trustee's need to take a walk around the interior of the library. She suggested meeting prior to next month's regular board meeting on October 13, 2015 at 6:30 pm. Ms. Regan will send reminders to all trustees.

PAR. 20 ****** President McKendree also asked trustees who would not be able to make it early on October 13, to perhaps do an interior walk around on their own and report back to the board.

PAR. 21 ****** Trustee Engelbrecht again mentioned the black edge of the building along the south side seems to be deteriorating. Director Cottonaro will have Roy Erickson take a look at it again and determine a solution for the problem.

PAR. 22 ****** President McKendree reported that when she and Trustee Engelbrecht attended a trustee workshop they saw decals or some kind of exterior wallpaper that might be used to camouflage the library's outdoor generator. She stated she would look through her notes and get back to Director Cottonaro with the contact information.

PAR. 23 Director Cottonaro replied that Roy Erikson would be addressing this issue and he had suggested evergreens might hide it well.

PAR. 24 **POLICY:** No Report.

- PAR. 25 **BY-LAWS:** No Report.
- PAR. 26 **PUBLIC RELATIONS:** Trustee Engelbrecht and Trustee Olson reported on the most recent Friends of the Library meeting and indicated an average of two patrons attending.
- PAR. 27 Trustee Engelbrecht reported that Trustee Olson volunteered to work on some artwork for a poster advertising for participation in the Friends of the Library group.
- PAR. 28 Trustee Engelbrecht went on to report that he has drafted a press release seeking for Friends of the Library volunteers, to be published in the Southtown Newspaper, the Alsip Village newsletter and to the Alsip Village Express Newspaper. He also reported that another member of the Friends, Ms. Tracy Liberman is continuing her work on a flyer asking for support of the Alsip Friends of the Library.
- PAR. 29 President McKendree asked if the Alsip Friends of the Library are currently chartered with the State of Illinois. She noted that the former Friends organization had had a charter. That charter would have lapsed after the first year of renewal inactivity.
- PAR. 30 Director Cottonaro said the Friends of the Library would have to file for 501 (c) (3) ** status. President McKendree stated that she has had experience with filing for a 501 (c) (3) and that such an exemption might not be necessary.
- PAR. 31 Trustee Engelbrecht reported that two meetings are to be held for the Friends of the ** Library on September 23, 2015 at 1:00 pm and 7:00 pm, attempting to attract daytime and nighttime patrons.
- PAR. 32 President McKendree suggested displaying the flyer at the Alsip Village Hall, Alsip Park District and Worth Township.
- PAR. 33 **PERSONNEL:** Trustee Dujsik presented the corrected minutes from the August 25, 2015 Personnel Committee meeting for approval.
- PAR. 34 Motion made by Trustee Dujsik, seconded by Trustee Buergel, to accept and place on file the minutes from the August 25, 2015 Personnel Committee meeting, as corrected. Motion carried by voice vote 6 – 0.
- PAR. 35 Trustee Dujsik presented the updated Salary Schedule dated September 8, 2015 for approval.
- PAR. 36 Motion made by Trustee Dujsik, seconded by President McKendree, to adopt the updated Salary Schedule dated September 8, 2015, effective September 14, 2015, as presented. Roll #3 was called. Voting was ‘Aye’ by Trustee Buergel, Dujsik, Engelbrecht, Olson, Schneider and President McKendree. No ‘Nays’. Motion passed 6 – 0.
- PAR. 37 **TRUSTEE EDUCATION:** President McKendree again encouraged trustees to consider attending the Illinois Library Association 2015 Annual Conference in Peoria, IL. The event will be held from October 21 – 24, 2015 at the Peoria Civic Center.
- PAR. 38 **INSURANCE:** No Report.

- PAR. 39 **AD HOC COMMITTEE REPORTS:**
- PAR. 40 **HISTORY COMMITTEE:** No Report.
- PAR. 41 **LIBRARY DIRECTOR'S REPORT:** Director Cottonaro presented her report, of which most items had been previously discussed.
- PAR. 42 Director Cottonaro reported the IPLAR report has been completed and as soon as she
** receives the two signed letters from the Trustees it will be mailed to the State Library.
- PAR. 43 She went on to report that the library was closed on August 12 and August 13, 2015 for the HVAC maintenance that was previously approved by the board. Moran Electric completed the work ahead of schedule and performed a follow up.
- PAR. 44 Director Cottonaro reported again that Roy Erikson Outdoor Maintenance will be
** providing a proposal for various landscape changes.
- PAR. 45 Director Cottonaro reported that she has planned an afternoon workshop for the staff in-service on December 4, 2015 on how to resolve conflict within the workplace this will follow the morning ATLAS workshop to be held at the Glenwoodie Gold Course.
- PAR. 46 She also added that she has scheduled a presenter, Richard Oberbruner, for the October 30, 2015 staff in-service on working together and building trust.
- PAR. 47 Director Cottonaro reported that the annual audit has been completed by Knutte &
** Associates.
- PAR. 48 President McKendree asked if the new exterior sign has been installed.
- PAR. 49 Director Cottonaro replied that the work should be completed in approximately 6 weeks
** from August 26, 2015.
- PAR. 50 Director Cottonaro's report was placed on file.
- PAR. 51 **UNFINISHED BUSINESS:** No Report.
- PAR. 52 **NEW BUSINESS:** Director Cottonaro presented the current Mission Statement for board review and approval of any amendments or changes to existing statements.
- PAR. 53 A lively discussion ensued.

- PAR. 54
** President McKendree noted that the Mission Statement differed from the original and strongly suggested that “Preschoolers Door to Learning” and “District Cultural Center” be put back and included. This will be important once the Board meets to discuss a Master Plan.
- PAR. 55 **PUBLIC DISCUSSION:** Trustee Olson commended the production of the library’s current newsletter. He went on to say that he really likes the layout of the content and the new name.
- PAR. 56 Trustee Engelbrecht would like the Director’s name added to the library’s quarterly newsletter.
- PAR. 57 President McKendree again stated that she does not like the sharp edges of the stock photos in the newsletter.
- PAR. 58 Trustee Engelbrecht thanked Ms. Pajor for providing a complete list of the database usage.
- PAR. 59 President McKendree asked if there will be more adult programs scheduled for the future.
- PAR. 60 Ms. Pajor pointed out that she added the current month’s program to her report.
- PAR. 61
** Trustee Schneider would like to see the current and next month programs provided in each month’s board report from Adult Services.
- PAR. 62
** President McKendree commended Ms. Malysa and the youth department for the Fall programming that is planned and went on to ask Ms. Malysa if she has contacted Glenn Shipley, PhD for a children’s program or series with microscopy.
- PAR. 63 Ms. Malysa indicated she had not, but would happily look into it.
- PAR. 64 Motion made by Trustee Dujsik, seconded by Trustee Olson, to adjourn at 8:35 pm. Motion carried by voice vote 6 - 0.

MARY JANE SCHNDEIDER, SECRETARY

ALSIP-MERRIONETTE PARK
PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES

APPROVED-AMENDED _____ DATE _____

/car ** Denotes follow-up required