ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR BOARD MINUTES
May 14, 2024

PAR. 1 The regular monthly meeting of the ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES was called to order at 5:01 pm by President McKendree. Roll was called. Present were Trustees Buergel, Dujsik, Leyva, McLaughlin, Opila, Schneider, and President McKendree. A quorum was present. Ms. Cottonaro, Director; Ms. Regan, Business Manager; Ms. Malysa, Youth Services Manager; Ms. Leyva, Patron Services Manager; Ms. Egan, Adult Services Assistant Manager; and Ms. Mendoza, Marketing Associate, were in attendance. No public was in attendance.

PAR. 2 The Pledge of Allegiance was recited.

PAR. 3 **MINUTES:** Motion made by Trustee Opila, seconded by Trustee McLaughlin, to accept and place on file the minutes of the April 9, 2024, regular board meeting, as corrected. Motion carried by voice vote 5 – 0.

PAR. 4 Motion made by Vice President McLaughlin, seconded by Trustee Opila, to accept and place on file the minutes of the April 3, 2024, personnel meeting, as presented. Motion carried by voice vote 5 – 0.

PAR. 5 **ATTORNEY'S REPORT:** Director Cottonaro informed the board that Attorney Perlman obtained the Levy Edit Report for the Alsip-Merrionette Park Library for tax year 2023 and reviewed the Library District's tax levy extensions. He found the report to be correct and signed off on it.

PAR. 6 **OFFICERS' REPORTS:**

PAR. 7 **PRESIDENT REPORT**: President McKendree apologized for her late arrival at the April 9, 2024, regular board meeting.

PAR. 8 **VICE PRESIDENT:** No Report.

PAR. 9 **SECRETARY:** Secretary Schneider read aloud a note from the Mayor of Merrionette Park thanking the library for all we do for their community.

PAR. 10 **TREASURER:** The financial report for April 2024 was presented for approval.

PAR. 11 Motion made by Trustee Opila, seconded by President McKendree, to place on file the financial report for April 2024, as presented. Motion carried by voice vote 7 – 0.

PAR. 12 **FINANCE:** A list of invoices dated May 14, 2024, was presented for payment.

PAR. 13 Motion made by Trustee Opila, seconded by Trustee McLaughlin, to approve the payment of the May 14, 2024, invoices in the amount of $248,828.81, as presented. Roll #1 was called. Voting was 'Aye' by Trustee Buergel, Dujsik, Leyva, Opila, McLaughlin, Schneider, and President McKendree. No 'Nays.' Motion carried 7 – 0.

PAR. 14 **BUILDING & GROUNDS:** Trustee Buergel was wondering if the butterfly bushes were going to be planted in the children's garden as previously requested.

PAR. 15 Director Cottonaro said she would remind the maintenance department to get those planted.

PAR. 16 Director Cottonaro reported the new charging lockers are installed and are already getting used.

PAR. 17 She went on to report maintenance has installed a new slat wall in the internet café for adult and patron flyers.

PAR. 18 Director Cottonaro reported the musical poises have been installed in the children's garden.

PAR. 19 Director Cottonaro went on to report an electrical engineer was onsite last week doing a site inspection to see if the library could feasibly offer an electric vehicle charging station. His findings will be submitted to the board as soon as they are received.

PAR. 20 Director Cottonaro stated that she has received one proposal for the library's exterior masonry restoration and is still waiting for another. She will provide the proposals to the board when she receives them.

PAR. 21 ** Director Cottonaro reminded all trustees of the next design meeting on June 4, 2024, at 10:00 am. This meeting is to review all floor designs and paint selections.

PAR. 22 **POLICY:** Vice President McLaughlin provided all trustees with revisions to the annual Director's evaluation form and policy numbers 5, 6 and 8, as presented.

PAR. 23 Motion made by Trustee McLaughlin, seconded by Trustee Leyva, to accept the new director's evaluation form, as presented. Roll #2 was called. Voting was 'Aye' by Trustees Buergel, Dujsik, Leyva, McLaughlin, Opila, Schneider, and President McKendree. No 'Nays'. Motion carried 7 – 0.

PAR. 24 Motion made by Trustee McLaughlin, seconded by Trustee Buergel, to approve the additional verbiage to Policy 5.30.2 Personal Computers, Printers, and other Peripheral Devices,….*Daily use is limited to 3 hours per day.* Roll # 3 was called. Voting was 'Aye' by Trustee Buergel, Dujsik, Leyva, Opila, McLaughlin, Schneider, and President McKendree. No 'Nays.' Motion carried 7 – 0.

PAR. 25 Motion made by Trustee McLaughlin, seconded by Trustee Buergel, to approve the revisions to Policy 6.30 and 6.30.1 as follows…6.30 Library patrons of all ages have a right to ~~expect that the library will be quiet enough and safe enough for reading, studying and any other activity deemed appropriate by the library~~ *a reasonable expectation of safety while using the facilities.* And 6.30.1 Any patron may be asked by library personnel to stop his/her behavior ~~immediately, if it is, in the opinion of library staff, inappropriate~~ *or leave the premises if the behavior is disruptive, illegal, or endangering their life or the lives of those around them.* Roll # 4 was called. Voting was 'Aye' by Trustee Buergel, Dujsik, Leyva, Opila, McLaughlin, Schneider, and President McKendree. No 'Nays'. Motion carried 7 – 0.

PAR. 26 Motion made by Trustee McLaughlin, seconded by Trustee Opila, to approve the revisions to Policy 8.75.1 as follows…8.75.1 All ~~regular full-time and part-time~~ employees are granted three paid working days off *with an additional 5 unpaid days optional (per the Family Bereavement Leave Act)* in case of a death in the immediate family defined, for the purpose of this policy, as the employee's mother, father, spouse, brother, sister, and spouse's parents. *Staff experiencing the loss of a child are entitled to an additional 10 unpaid days (per the Illinois Child Bereavement Act).* The library reserves the right to request proof of the need for a leave of absence pursuant to this policy. Roll # 5 was called. Voting was 'Aye' by Trustee Buergel, Dujsik, Leyva, Opila, McLaughlin, Schneider, and President McKendree. No 'Nays'. Motion carried 7 – 0.

PAR. 27 **BY-LAWS:** No Report.

PAR. 28 **PUBLIC RELATIONS:** Director Cottonaro reported that 1 or 2 baskets will be donated to the Mayors Caucus.

PAR. 29 **PERSONNEL:** Trustee Leyva reported meeting with Director Cottonaro to discuss her goals for the fiscal year 2024-2025. She went on to say that she would like to discuss the goals with all other trustees.

PAR. 30 ** Trustee Leyva set a Committee of the Whole meeting for May 29, 2024, 6:00 pm to discuss the director's evaluation. Reminders will be sent.

PAR. 31 **TRUSTEE EDUCATION:** No Report.

PAR. 32 **INSURANCE:** Director Cottonaro reported that the library will be switching brokers for our health insurance.

PAR. 33 **MANAGERS REPORTS:** Manager's reports were presented and placed on file.

PAR. 34 Ms. Malysa commended Librarian Marissa Guzman for being an excellent school liaison. She stated that she has received many complimentary phone calls regarding Ms. Guzman and noted that she is great at reaching out to all area schools.

PAR. 35 Trustee Leyva commended all library staff for their contribution to the annual Reaching Forward Conference. She said it was a great conference.

PAR. 36 **LIBRARY DIRECTOR'S REPORT:** Director's report was placed on file. Some items were previously discussed.

PAR. 37 Director Cottonaro said she will be asking for approval for all staff to attend the Reaching Forward Conference in 2025 in place of our normal in-service.

PAR. 38 Director Cottonaro reported she has been working with the library's website creator to address all the library's website accessibility deficiencies.

PAR. 39 Director Cottonaro also reported that she has created our FOIA guide that will be added to the website as a tool to be used by the public. A draft has been provided for all trustees.

PAR. 40 Director Cottonaro reported the recent staff in-service was our most well-attended in the 10 years that she has been here. She went on to say there was a presentation on cyber security followed by a refresher on active shooter training including an active drill. Power point copies of the presentations have been supplied to the Board for review. Lunch was catered by Nicky's Grill, a local restaurant, and it was delicious.

PAR. 41 Director Cottonaro said she would like to meet with the Board soon to review the working budget and start working on the budget for the 2024-2025 fiscal year. She went on to report on meeting with all three department managers to discuss our plans for the coming year and anticipated funding needs. A preliminary draft of the working budget for 2024-2025 fiscal year is included with this report.

PAR. 42 ** A finance meeting was set for June 6, 2024, 5:00 pm to discuss the working budget for fiscal year 2024-2025. Reminders will be sent.

PAR. 43 **UNFINISHED BUSINESS:** No Report.

PAR. 44 **NEW BUSINESS:** A new lease with Chicago Office Technology Group for the renewal of the library's Xerox copiers was presented for approval.

PAR. 45 Motion made by Trustee Opila, seconded by President McKendree, to approve the new lease provided by Chicago Office Technology Group with an amount of $33,285.93 per month, this is a savings of $697.83 per month, as presented. Roll #6 was called. Voting was 'Aye' by Trustee Buergel, Dujsik, Leyva, Opila, McLaughlin, Schneider, and President McKendree. No 'Nays'. Motion carried 7 – 0.

PAR. 46 Director Cottonaro presented for approval the revised salary schedule for fiscal year 2024-2025.

PAR. 47 Motion made by President McKendree, seconded by Trustee Buergel, to approve the revised salary schedule for fiscal year 2024-2025, as presented. Roll # 7 was called. Voting was 'Aye' by Trustee Buergel, Dujsik, Leyva, Opila, McLaughlin, Schneider, and President McKendree. No 'Nays'. Motion carried 7 – 0.

PAR. 48 **PUBLIC DISCUSSION:** None.

PAR. 49 Motion made Trustee Opila, seconded by Trustee McLaughlin, to adjourn the meeting at 6:42 pm. Motion carried by voice vote 7 - 0.

MARY JANE SCHNEIDER, SECRETARY

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ALSIP-MERRIONETTE PARK
PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
APPROVED-AMENDED_____ DATE_____
** Denotes follow-up required