ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR BOARD MINUTES
July 8, 2025

PAR. 1 The regular monthly meeting of the ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES was called to order at 6:03 pm by President Leyva. Roll was called. Present were Trustees Buergel, Dujsik, McKendree, Opila, Schneider and President Leyva. Absent was Trustee McLaughlin. A quorum was present. Ms. Cottonaro, Director; Ms. Regan, Business Manager; Ms. Malysa, Youth Services Manager; Ms. Leyva, Patron Services Manager; Ms. Navabi, Adult Services Manager and Ms. Mendoza, Marketing Associate, were also in attendance. No public was present.

PAR. 2 The Pledge of Allegiance was recited.

PAR. 3 **MINUTES:** Motion made by Trustee Opila, seconded by Trustee Dujsik, to accept and place on file the minutes of June 10, 2025, regular board meeting, as presented. Motion carried by voice vote 6 – 0.

PAR. 4 Motion made by Trustee Opila, seconded by Trustee Schneider, to accept and place on file the minutes of June 10, 2025, budget meeting, as presented. Motion carried by voice vote 6 – 0.

PAR. 5 **ATTORNEY'S REPORT:** No Report.

PAR. 6 **OFFICERS' REPORTS:**

PAR. 7 **PRESIDENT REPORT**: President Leyva reported that at this time she is not changing any committee chairs. She is, however, appointing Trustee McLaughlin to replace herself as the Personnel Chair.

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

PAR. 9 **SECRETARY:** Trustee Dujsik said the library received a Fiscal Year 2025 Per Capita Grant in the amount of $32,149.10.

PAR. 10 **TREASURER:** The financial report for June 2025 was presented for approval.

PAR. 11 Motion made by Trustee Opila, seconded by Trustee Buergel, to place on file the financial report for June 2025, as presented. Roll #1 was called. Voting was 'Aye' by Trustee Buergel, Dujsik, McKendree, Opila, Schneider, and President Leyva. No 'Nays'. Motion carried 6 – 0.

PAR. 12 **FINANCE:** A list of invoices dated July 8, 2025, was presented for payment.

PAR. 13 Motion made by Trustee Opila, seconded by Trustee Buergel, to approve the payment of July 8, 2025, invoices in the amount of $274,152.82, as presented. Roll #2 was called. Voting was 'Aye' by Trustee Buergel, Dujsik, McKendree, Opila, Schneider, and President Leyva. No 'Nays'. Motion carried 6 – 0.

PAR. 14 **BUILDING & GROUNDS:** Owner's Representative, Dan Eallonardo unfortunately had a prior engagement and wasn't able to attend the meeting.

PAR. 15 Trustee Buergel set a building walk-around for 5:00 pm, August 12, 2025, directly before the regular board meeting. Ms. Regan will send reminders.

PAR. 16 Director Cottonaro presented a proposal from J. Gill and Company for additional work as part of the initial masonry project.

PAR. 17 Motin made by Trustee Buergel, seconded by Trustee Leyva, to approve the proposal from J. Gill and Company for additional work as part of the initial masonry project in the amount of $28,200.00, as presented. Roll #3 was called. Voting was 'Aye' by Trustee Buergel, Dujsik, McKendree, Opila, Schneider, and President Leyva. No 'Nays'. Motion carried 6 – 0.

PAR. 18 **POLICY: No** Report.

PAR. 19 **BY-LAWS:** No Report.

PAR. 20 **PUBLIC RELATIONS:** No Report.

PAR. 21 **PERSONNEL:** Trustee Leyva again reminded all trustees to send her their completed director's evaluation form.

PAR. 22 **TRUSTEE EDUCATION:** Director Cottonaro reported that she has answered several FOIA requests. She went on to say that she will send all online workshops for trustees to attend regarding FOIA and OMA training.

PAR. 23 **INSURANCE:** Director Cottonaro presented a crime insurance policy and a cyber insurance policy for board approval.

PAR. 24 A lively discussion ensued.

PAR. 25 Motion made by President Leyva, seconded by Trustee Buergel, to approve the cyber insurance policy in the amount of $3,218.00 annually. Roll #4 was called. Voting was 'Aye' by Trustee Buergel, Dujsik, McKendree, Opila, Schneider, and President Leyva. No 'Nays'. Motion carried 6 – 0.

PAR. 26 It was the consensus of the board to table the crime insurance policy until the board receives detailed information on the coverage.

PAR. 27 **MANAGERS REPORTS:** Manager's reports were placed on file.

PAR. 28 President Leyva asked how opening up the Library of Things for all reciprocal borrowers to check out was going.

PAR. 29 Ms. Malysa replied that there are no statistics to date.

PAR. 30 **LIBRARY DIRECTOR'S REPORT:** Director's report was placed on file. Most items were previously discussed.

PAR. 31 Director Cottonaro informed the board that Trustee McLaughin and Trustee Opila were sworn in at the library on June 11, 2025, at 3:30 pm with the library's notary, Rut Avalos. She went on to say that Ms. Regan and herself were also present.

PAR. 32 Director Cottonaro reported that staff were back in the building on June 18, putting everything back together and the library opened back up to the public on June 20.

PAR. 33 Director Cottonaro said she would like to restart the library's strategic planning, especially since the carpeting issue has been resolved. She stated she will move forward using the 10-step Strategic Planning for Results (Public Library Association Results Book Series, 2008) process unless the board prefers to use a different methodology.

PAR. 34 **UNFINISHED BUSINESS:** None.

PAR. 35 **NEW BUSINESS:** Director Cottonaro presented for approval the fiscal year 2025-2026 board meeting schedule.

PAR. 36 Motion made by Trustee Opila, seconded by Trustee Buergel, to approve the fiscal year 2025-2026 board meeting schedule, as presented. Motion carried by voice vote 6 – 0.

PAR. 37 Director Cottonaro presented for approval the revised salary schedule for fiscal year 2025-2026.

PAR. 38 Motion made by Trustee Opila, seconded by Trustee Buergel, to approve the fiscal year 2025-2026 salary schedule, as presented. Roll #5 was called. Voting was 'Aye' by Trustee Buergel, Dujsik, McKendree, Opila, Schneider, and President Leyva. No 'Nays'. Motion carried 6 – 0.

PAR. 39 **PUBLIC DISCUSSION:** President Leyva thanked all staff that worked during the library's construction project.

PAR. 40 Motion made by Trustee McKendree, seconded by Trustee Buergel, to adjourn the meeting at 8:03 pm. Motion carried by voice vote 6 – 0.

REBECCA DUJSIK, SECRETARY

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