ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR BOARD MINUTES
July 9, 2024

PAR. 1 The regular monthly meeting of the ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES was called to order at 5:15 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. Navabi, 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 President McKendree, seconded by Trustee McLaughlin, to accept and place on file the minutes of the June 11, 2024, regular board meeting, as presented. Motion carried by voice vote 7 – 0.

PAR. 4 **ATTORNEY'S REPORT:** Director Cottonaro supplied all trustees with the final 2023 Levy Edit Report for review.

PAR. 5 **OFFICERS' REPORTS:**

PAR. 6 **PRESIDENT REPORT**: No Report.

PAR. 7 **VICE PRESIDENT:** No Report.

PAR. 8 **SECRETARY:** President McKendree asked if the library was called upon to support National Night Out.

PAR. 9 Director Cottonaro replied yes, the library supports both Alsip and Merrionette Park in their National Night Out events. She went on to say that she herself works at the library's table and several staff are also on site at both events and have been for several years now. The library has games and handouts at both sites. She also said that all trustees are invited to lend a helping hand.

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

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

PAR. 12 **FINANCE:** A list of invoices dated July 9, 2024, was presented for payment.

PAR. 13 Motion made by Trustee Opila, seconded by Trustee Buergel, to approve the payment of the July 9, 2024, invoices in the amount of $269,687.83, 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 Buegel provided butterfly bushes along with several other plantings for the children's garden. All have been planted.

PAR. 15 Motion made by Trustee Opila, seconded by President McKendree, to remove the youth department carpeting project from the scope of the current building project.

PAR. 16 Roll #2 was called. Voting was 'Aye' by Trustees Buergel, Dujsik, Opila, McLaughlin, Schneider and President McKendree. "Nay' by Trustee Leyva. Motion carried 6 – 1.

PAR. 17 **POLICY:** Motion made by Trustee McLaughlin, seconded by Trustee Opila, to approve the revised job descriptions for Monitor, Maintenance Mechanic (FT & PT), Marketing Associate and Office Assistant, as presented. Roll #3 was called. Voting was 'Aye' by Trustee Buergel, Dujsik, Leyva, McLaughlin, Opila, Schneider and President McKendree. No 'Nays'. Motion carried 7 – 0.

PAR. 18 Revisions to Policy Manual Sections I & II were presented for approval.

PAR. 19 Motion made by Trustee McLaughlin, seconded by Trustee Opila, to approve the revisions to Policy Manual Sections I & II, as presented. Roll #4 was called. Voting was 'Aye' by Trustee Buergel, Dujsik, Leyva, McLaughlin, Opila and Schneider. 'Nay' by President McKendree. Motion carried 6 – 1.

PAR. 20 **BY-LAWS:** No Report.

PAR. 21 **PUBLIC RELATIONS:** Trustee Buergel commended Adult Services on the great Elvis program.

PAR. 22 Trustee Buergel also said that a patron mentioned to her that she didn't receive the current library newsletter.

PAR. 23 Director Cottonaro responded that that is a United States Post Office issue. Director Cottonaro did take the patron's name and contact information.

PAR. 24 **PERSONNEL:** No Report.

PAR. 25 **TRUSTEE EDUCATION:** No Report.

PAR. 26 **INSURANCE:** No Report.

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

PAR. 28 **LIBRARY DIRECTOR'S REPORT:** Director's report was placed on file. Some items were previously discussed.

PAR. 29 Director Cottonaro reported that Maintenance Mechanic, Ken Jankowski has retired for the second time and Ms. Tryban, Patrons Services Clerk is retiring on July 22. The board wished them well.

PAR. 30 She went on to say that the library is also welcoming Mr. Jaelin Ayala as a part-time technical clerk.

PAR. 31 Director Cottonaro also reported that she has met with 65% of staff on their job descriptions and will provide 2-3 at a time for board approval.

PAR. 32 Director Cottonaro said that the library has received their Per Capita Grant and that she has applied for the Age Options Grant again, although it will be lower than past years.

PAR. 33 Director Cottonaro went on to report renewing the library's AT&T contract for 5 years with a discounted fiber service.

PAR. 34 Director Cottonaro said all the new Xerox copiers have been delivered but we're still waiting for special parts to connect the public copiers with their corresponding coin boxes.

PAR. 35 **UNFINISHED BUSINESS** The board asked Ms. Regan to supply them a list of all unwanted
** items currently stored in the board room so they can decide the best way to discard them.

PAR. 36 **NEW BUSINESS:** Motion made by President McKendree, seconded by Trustee Opila, to approve the tuition reimbursement for Patron Services Clerk, Ms. Schultz, as presented. 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. 37 **PUBLIC DISCUSSION:** None.

PAR. 38 Motion made President McKendree, seconded by Trustee McLaughlin, to adjourn the meeting at 5:58 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 needed