ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR BOARD MINUTES
October 14, 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, McLaughlin, McKendree and President Leyva. Absent were Trustees Opila and Schneider. A quorum was present. Ms. Cottonaro, Director; Ms. Regan, Business Manager; Ms. Malysa, Youth Services Manager; Ms. Egan, Adult Services Assistant Manager; Mr. Craig; Patron Services Clerk were also in attendance. No public was present.

PAR. 2 The Pledge of Allegiance was recited.

PAR. 3 **MINUTES:** Motion made by Trustee McLaughlin, seconded by Trustee Buergel, to accept and place on file the regular board meeting minutes of September 9, 2025, as corrected. Motion carried by voice vote 5 – 0.

PAR. 4 Motion made by President Leyva, seconded by Trustee McLaughlin, to accept and place on file the Strategic Planning minutes of September 13, 2025, as presented. Motion carried by voice vote. 'Aye' by Trustees Buergel, Dujsik, McLaughlin and President Leyva. 'Nay' by Trustee McKendree. Motion carried 4 – 1.

PAR. 5 Motion made by President Leyva, seconded by Trustee McLaughlin, to approve the library's revised Mission Statement to read…'Uniting a Community in Service of Learning and Exploration!', as presented. Motion carried by voice vote. 'Aye' by Trustees Buergel, Dujsik, McLaughlin and President Leyva. 'Nay' by Trustee McKendree. Motion carried 4 – 1.

PAR. 6 **ATTORNEY'S REPORT:** Director Cottonaro presented revised Email Policy #8.47.

PAR. 7 Motion made by Trustee Dujsik, seconded by Trustee McLaughlin, to accept the revised Email Policy #8.47, as presented. Roll #1 was called. Voting was 'Aye' by Trustees Buergel, Dujsik, McLaughlin, McKendree and President Leyva. No 'Nays'. Motion carried 5 – 0.

PAR. 8 **OFFICERS' REPORTS:**

PAR. 9 **PRESIDENT REPORT**: No Report.

PAR. 10 **VICE PRESIDENT:** No Report.

PAR. 11 **SECRETARY:** No Report.

PAR. 12 **TREASURER:** The financial report for September 2025 was presented for approval.

PAR. 13 Motion made by Trustee McLaughlin, seconded by Trustee McKendree, to place on file the financial report for September 2025, as presented. Roll #2 was called. Voting was 'Aye' by Trustees Buergel, Dujsik, McLaughlin, McKendree and President Leyva. No 'Nays'. Motion carried 5 – 0.

PAR. 14 **FINANCE:** A list of invoices dated October 14, 2025, was presented for payment.

PAR. 15 Motion made by Trustee McLaughlin, seconded by Trustee McKendree, to approve the payment of October 14, 2025, invoices in the amount of $273,184.92, as presented. Roll #3 was called. Voting was 'Aye' by Trustees Buergel, Dujsik, McLaughlin, McKendree and President Leyva. No 'Nays'. Motion carried 5 – 0.

PAR. 16 Director Cottonaro presented two late bills in the amount of $270,720.30, for approval.

PAR. 17 Motion made by Trustee McLaughlin, seconded by President Leyva, to approve the payment of $270,285.30 to Tiles in Style, Inc. and $435.00 to Independent Contractor Services, as presented. Roll #4 was called. Voting was 'Aye' by Trustees Buergel, Dujsik, McLaughlin, McKendree and President Leyva. No 'Nays'. Motion carried 5 – 0.

PAR. 18 **BUILDING & GROUNDS:** Director Cottonaro reported that the library's name above the exterior front entrance were painted, per Trustee Buergel's request.

PAR. 19 **POLICY:** Further discussion pertaining to Policy No 3.10, Library Card Registration ensued.

PAR. 20 This item was tabled until Director Cottonaro provides the board with more information.
**

PAR. 21 **BY-LAWS:** No Report.

PAR. 22 **PUBLIC RELATIONS:** A flyer was supplied to all trustees inviting them to the Alsip Chamber of Commerce & the Alsip Industrial Association Christmas party, December 2, 2025, 5:00-7:30 pm at the DoubleTree Hotel in Alsip, 5000 W. 127th St., Alsip, IL.

PAR. 23 **PERSONNEL:** Director Cottonaro asked for a discussion regarding personnel holiday bonuses.

PAR. 24 This item was tabled until the regular board meeting on November 11, 2025.
**

PAR. 25 **TRUSTEE EDUCATION:** None.

PAR. 26 **INSURANCE:** None.

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

PAR. 28 Trustee McLaughlin commended all staff for all their hard work.

PAR. 29 Director Cottonaro commended Youth Manager, Ms. Malysa, and Adult Manager Pro-tem, Ms. Egan for everything they do for their department and for all the great programs.

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

PAR. 31 Director Cottonaro reported that multi-stack needs repairs and that the parts have been ordered.

PAR. 32 Director Cottonaro told the board that she shifted the Marketing Associate from Administration to Patron Services and will report to the Patron Services Manager.

PAR. 33 Director Cottonaro informed the board that the library has an LTA (Library Technical Assistant) student from the College of DuPage who will be doing his seventy-five practicum hours with us.

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

PAR. 35 **NEW BUSINESS:** Director Cottonaro presented three snow removal proposals for the 2025-2026 winter season.

PAR. 36 Motion made by Trustee McKendree, seconded by Trustee McLaughlin, to accept the proposal from Alberts & Sons, as presented. Roll #5 was called. Voting was 'Aye' by Trustees Buergel, Dujsik, McLaughlin, McKendree and President Leyva. No 'Nays'. Motion carried 5 – 0.

PAR. 37 Director Cottonaro asked for approval for all staff to attend the ATLAS (Area Training for Librarians and Staff) annual multi-library staff day at Moraine Community College on December 5, 2025.

PAR. 38 Motion made by Trustee McLaughlin, seconded by Trustee Buergel, to approve closing the library on December 5, 2025, for staff to attend the ATLAS staff day, as presented. Roll #6 was called. Voting was 'Aye' by Trustees Buergel, Dujsik, McLaughlin, McKendree and President Leyva. No 'Nays'. Motion carried 5 – 0.

PAR. 39 Director Cottonaro asked for approval to close the library on February 27, 2026, for a full-day staff in-service.

PAR. 40 Motion made by Trustee McLaughlin, seconded by President Leyva, to approve closing on February 27, 2026, for a full-day staff in-service. Roll #7 was called. Voting was 'Aye' by Trustees Buergel, Dujsik, McLaughlin, McKendree and President Leyva. No 'Nays'. Motion carried 5 – 0.

PAR. 41 **PUBLIC DISCUSSION:**

PAR. 42 Motion made by Trustee Buergel, seconded by Trustee McLaughlin, to adjourn the meeting at 7:39 pm. Motion carried by voice vote 5 – 0.

REBECCA DUJSIK, SECRETARY

_____

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