ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT

BOARD OF TRUSTEES

REGULAR BOARD MINUTES

November 14, 2023

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, Leyva, Opila and President McKendree. Absent was Trustee Dujsik, McLaughlin and Schneider. A quorum was present. Ms. Cottonaro, Director; Ms. Malysa, Youth Services Manager; Ms. Leyva, Patron Services Manager; Ms. Navabi, Adult Services Manager; Ms. Egan, Adult Services Assistant Manager and new employee, Ms. Hernandez, Youth Associate; were in attendance. No public was in attendance.

PAR. 2 In the absence of Secretary Schneider, Trustee Leyva served as Secretary Pro-tem.

PAR. 3 The Pledge of Allegiance was recited.

PAR. 4 **MINUTES:** Motion made by Trustee Opila, seconded by Trustee Buergel, to accept and place on file the minutes of the October 10, 2023, regular board meeting, as presented. Motion carried by voice vote 4 – 0.

PAR. 5 Motion made by President McKendree, seconded by Trustee Opila, to accept and place on file the minutes of the October 10, 2023, Decennial Committee Meeting, as presented. Motion carried by voice vote 4 – 0.

PAR. 6 **ATTORNEY'S REPORT:** Attorney Perlman presented for approval ORDINANCE NO. 23-11-2, AN ORDINANCE PROVIDING FOR THE LEYVING, ASSESSMENT AND COLLECTION OF TAXES FOR CORPORATE AND OTHER PURPOSES IN THE ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT FOR THE FISCAL YEAR BEGINNING JULY 1, 2023 AND ENDING JUNE 30, 2024.

PAR. 7 Motion made by Trustee Opila, seconded by Trustee Buergel, to accept and place on file, ORDINANCE NO. 23-11-2, AN ORDINANCE PROVIDING FOR THE LEYVING, ASSESSMENT AND COLLECTION OF TAXES FOR CORPORATE AND OTHER PURPOSES IN THE ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT FOR THE FISCAL YEAR BEGINNING JULY 1, 2023 AND ENDING JUNE 30, 2024, as presented. Roll #1 was called. Voting was 'Aye' by Trustee Buergel, Leyva, Opila and President McKendree. No 'Nays'. Motion carried 4 – 0.

PAR. 8 Trustee Schneider arrived at 5:09 pm and resumed her duties as Board Secretary.

PAR. 9 **OFFICERS' REPORTS:**

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

PAR. 11 **VICE PRESIDENT:** No Report.

PAR. 12 **SECRETARY:** Trustee Schneider reported on receiving a letter from the Worth Township, thanking the library for their food donations and also stated that Worth Township would like to extend their gratitude to all library patrons and staff for their generosity.

PAR. 13 **TREASURER:** The financial report for October 2023 was presented for approval.

PAR. 14 Motion made by Trustee Opila, seconded by Trustee Leyva, to accept and place on file the financial report for October 2023, as presented. Motion carried by voice vote 5 – 0.

PAR. 15 **FINANCE:** A list of invoices dated November 14, 2023, was presented for payment.

PAR. 16 Motion made by Trustee Opila, seconded by Trustee Buergel, to approve the payment of the November 14, 2023, invoices in the amount of $222,107.14, as presented. Roll #2 was called. Voting was 'Aye' by Trustee Buergel, Leyva, Opila, Schneider, and President McKendree. No 'Nays'. Motion carried 5 – 0.

PAR. 17 The library's annual audit report was presented for approval.

PAR. 18 Motion made by Trustee McKendree, seconded by Trustee Opila, to accept and place on file the annual audit report, as presented. Roll #3 was called. Voting was 'Aye' by Trustee Buergel, Leyva, Opila, Schneider, and President McKendree. No 'Nays'. Motion carried 5 – 0.

PAR. 19 **BUILDING & GROUNDS:** Director Cottonaro reported that the final building assessment from Enberg and Anderson has been completed. A copy of the final assessment has been provided in this packet for all trustees.

PAR. 20 President McKendree suggested a Building and Grounds Committee meeting be set to review and discuss the assessment. No action was taken.

PAR. 21 **POLICY:** No Report.

PAR. 22 **BY-LAWS:** No Report.

PAR. 23 **PUBLIC RELATIONS:** President McKendree commented on the library's wonderful marketing on social media.

PAR. 24 President McKendree went on to remind all trustees that they should always strive to be advocates for the library.

PAR. 25 **PERSONNEL:** Director Cottonaro reported that a new library security monitor will be starting on November 27, 2023..

PAR. 26 **TRUSTEE EDUCATION:** Trustee Schneider reported on attending the Illinois Library Association Conference and said she had a great time attending the many wonderful exhibits and presentations.

PAR. 27 **INSURANCE:** No Report.

PAR. 28 **MANAGERS REPORTS:** Manager's reports were presented and placed on file.

PAR. 29 **LIBRARY DIRECTOR'S REPORT:** Director's report was placed on file. Most items were previously discussed.

PAR. 30 Director Cottonaro reported on attending the Illinois Library Association Conference and said there were some great networking and information sharing opportunities, and thought it was a worthwhile conference.

PAR. 31 Director Cottonaro reported that the library has several maintenance repairs and replacement projects that are ongoing. She went on to report that the library needs a new hot water tank and has requested a quote for the same.

PAR. 32 Director Cottonaro informed the board that technicians will be onsite this week to ensure that all aspects are functional for participating in the Alsip Police Department camera sharing program.

PAR. 33 Director Cottonaro reported that the new tween area is coming along nicely. She said the maintenance department has moved all the library of things to another location and is now working on painting the area.

PAR. 34 Director Cottonaro also suggested to the board to adopt a public comment policy for the By-Laws. She went on to say that she drafted an example for review, it has been included in this board packet.

PAR. 35 **UNFINISHED BUSINESS:** Policy 8.75.5 Parental Leave was presented to the board for approval.

PAR. 36 Motion made by Trustee Opila, seconded by Trustee Buergel, to approve Policy 8.75.5, Parental Leave, as presented. Roll #4 was called. Voting was 'Aye' by Trustee Buergel, Leyva, Opila, and Schneider. 'Nay' by President McKendree. Motion carried 4 – 1.

PAR. 37 **NEW BUSINESS:** Director Cottonaro reported that Republic Bank has generously donated $500 for the library's Friday Night Special program.

PAR. 38 The board wants to thank Republic Bank and their generosity for this and past donations.

PAR. 39 **PUBLIC DISCUSSION:** None.

PAR. 40 Motion made by Trustee Buergel, seconded by Trustee Opila, to adjourn the meeting at 5:52 pm. Motion carried by voice vote 5 - 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