ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT

BOARD OF TRUSTEES

REGULAR BOARD MINUTES

March 11, 2025

PAR. 1 The regular monthly meeting of the ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES was called to order at 6:00 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. Malysa, Youth Services Manager; Ms. Leyva, Patron Services Manager; Ms. Navabi, Adult Services Assistant Manager; Ms. Mendoza, Marketing Associate; Mr. Craig, Patron Services Clerk; Ms. Richardson, Project Manager; and Mr. Eallonardo, Owners Representative; were also in attendance.

PAR. 2 The Pledge of Allegiance was recited.

PAR. 3 **MINUTES:** Motion made by Trustee Opila, seconded by Trustee Buergel, to accept and place on file the minutes of February 11, 2025, regular board meeting, as presented. Motion carried by voice vote 7 – 0.

PAR. 4 **ATTORNEY'S REPORT:** Director Cottonaro reported the library attorney filed the 2025 exempt property annual affidavit.

PAR. 5 **OFFICERS' REPORTS:**

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

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

PAR. 8 **SECRETARY:** No Report.

PAR. 9 **TREASURER:** The financial report for February 2025 was presented for approval.

PAR. 10 Motion made by Trustee Opila, seconded by Trustee McLaughlin, to place on file the financial report for February 2025, as presented. Motion carried by voice vote 7 – 0.

PAR. 11 **FINANCE:** A list of invoices dated March 11, 2025, was presented for payment.

PAR. 12 Motion made by Trustee Opila, seconded by Trustee Dujsik, to approve the payment of February 11, 2025, invoices in the amount of $263,380.40, as presented. Roll #1 was called. Voting was 'Aye' by Trustee Buergel, Dujsik, Leyva, Opila, McLaughlin, and Schneider. 'Nay' by President McKendree. Motion carried 6 – 1.

PAR. 13 Director Cottonaro asked for a budget meeting to be scheduled for fiscal year 2025-2026.

PAR. 14 ** It was the consensus of the board to table this item until the regular April 2025 board meeting.

PAR. 15 **BUILDING & GROUNDS:** 2 proposals from Midwest Mechanical to repair and replace ground water pump #2 for the geo-thermal unit and repair damaged electrical components on the multi-stack chiller was presented for approval.

PAR. 16 Motin made by President McKendree, seconded by Trustee Opila, to approve the proposals from Midwest Mechanical in the amount of $12,787, as presented. Roll #2 was called. Voting was 'Aye' by Trustee Buergel, Dujsik, Leyva, Opila, McLaughlin, Schneider, and President McKendree. Motion carried 7 – 0.

PAR. 17 Director Cottonaro presented 3 proposals for lawn maintenance.

PAR. 18 Motion made by Trustee Buergel, seconded by Trustee McLaughlin, to approve the proposal from Alberts & Sons in the amount of $500 monthly and $1500 for seasonal flowers around outdoor led sign, as presented. 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. 19 Director Cottonaro asked for a special review and award meeting for the library's masonry work prior to the regular April 2025 board meeting.

PAR. 20 Project Manager, Ms. Richardson, and Owners' Rep. Mr. Eallonardo, updated the board regarding the upcoming exterior masonry project.

PAR. 21 A special review and award meeting was scheduled for March 21, 2025, via zoom, at 4 pm to review and award all masonry bids for the library project.

PAR. 22 **POLICY:** No Report.

PAR. 23 **BY-LAWS:** No Report.

PAR. 24 **PUBLIC RELATIONS:** Director Cottonaro mentioned the Alsip Chamber of Commerce Expo that will be on April 5, 2025 at Prairie Jr High School. She went on to say that the library will have a table there.

PAR. 25 **PERSONNEL:** Trustee Leyva asked Ms. Regan to make copies of the current fiscal year's goals given to the Director along with a blank Director evaluation form for the upcoming year.

PAR. 26 **TRUSTEE EDUCATION:** Director Cottonaro reminded all trustees of the approaching ILA Trustee Forum Sessions on April 12, 2025, and said if any trustees are interested please let her know.

PAR. 27 Director Cottonaro also reminded the trustees of the upcoming ATLAS (Area Training for Librarians and Staff) Trustee Day, May 17, 2025, at 10 am at the Orland Park Public Library. All trustees stated they would like to attend.

PAR. 28 **INSURANCE:** No Report.

PAR. 29 **MANAGERS REPORTS:** Manager's reports were presented and placed on file.

PAR. 30 Trustee McLaughlin commended the department managers for their concise reports, stating that it really gives trustees a good insight into what is going on at the library.

PAR. 31 Trustee Opila asked if there could be a little more effort put into creating more teen programs.
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PAR. 32 **LIBRARY DIRECTOR'S REPORT:** Director's report was placed on file. Most items were previously discussed.

PAR. 33 Director Cottonaro informed the board that all staff are rescheduling their May programming, as well as pushing back the summer reading kick off from the first weekend in June to the last.

PAR. 34 Director Cottonaro reported that due to continually blowing fuses during cooking programs, an electrician is looking into the meeting room outlets and corresponding circuit breakers and will inform the Director of its findings and recommendations.

PAR. 35 Director Cottonaro informed the board that she has hired an additional security monitor, Mr. Orozco, who will work exclusively on Saturdays. She went on to say that he, and our existing monitor, Robert, have done an excellent job communicating with one another and library staff.

PAR. 36 Director Cottonaro reported on her meetings with SWAN (System Wide Automated Network). She stated that a big topic of discussion was to consider changing in the new few years, stating our library has been with Sirsi for 10 years and that she is in favor of a change.

PAR. 37 Director Cottonaro also reported that she hosted both the ATLAS (Area Training for Librarians and Staff) and Zone Directors meetings here last month, and as always, everyone attending was so complimentary of our staff and space.

PAR. 38 Director Cottonaro reported on a man who was bothering our cleaning crew at night through the windows. Director Cottonaro filed a police report and stated the police will be monitoring the library at night while the cleaning company is here.

PAR. 39 **UNFINISHED BUSINESS** None.

PAR. 40 **NEW BUSINESS:** None.

PAR. 41 **PUBLIC DISCUSSION:** None.

PAR. 42 Motion made by Trustee Schneider, seconded by Trustee McLaughlin, to adjourn the meeting at 6:58 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