ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT

BOARD OF TRUSTEES

REGULAR BOARD MINUTES

February 13, 2024

PAR. 1 The regular monthly meeting of the ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES was called to order at 5:05 pm by President McKendree. Roll was called. Present were Trustees Buergel, Dujsik, Leyva, Opila, Schneider, and President McKendree. Absent was Trustee McLaughlin. A quorum was present. Ms. Cottonaro, Director; Ms. Regan, Business Manager; Ms. Leyva, Patron Services Manager; Ms. Egan, Adult Services Assistant Manager; and Ms. Mendoza, Marketing Associate, were in attendance. Mr. Dan Eallonardo, public was in attendance.

PAR. 2 The Pledge of Allegiance was recited.

PAR. 3 Director Cottonaro introduced Mr. Dan Eallonardo, an Owner's Representative with Independent Construction Services. Mr. Eallonardo went on to advise the board of his services. A lively Q&A session followed.

PAR. 4 **MINUTES:** Motion made by Trustee Buergel, seconded by Trustee Dujsik, to accept and place on file the minutes of the January 9, 2024, regular board meeting, as presented. Motion carried by voice vote 6 – 0.

PAR. 5 Motion made by President McKendree, seconded by Trustee Leyva, to accept and place on file the minutes of the January 9, 2024, Building and Grounds Committee meeting, as presented. Motion carried by voice vote 6 – 0.

PAR. 6 **ATTORNEY'S REPORT:** No Report.

PAR. 7 **OFFICERS' REPORTS:**

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

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

PAR. 10 **SECRETARY:** Secretary Schneider read aloud a thank you card from Almost Home, a charity institution, for all the donated socks from library patrons and staff.

PAR. 11 **TREASURER:** The financial report for January 2024 was presented for approval.

PAR. 12 Motion made by Trustee Buergel, seconded by Trustee Leyva, to accept and place on file the financial report for January 2024, as presented. Motion carried by voice vote 6 – 0.

PAR. 13 **FINANCE:** A list of invoices dated February 13, 2024, was presented for payment.

PAR. 14 Motion made by Trustee Opila, seconded by Trustee Buergel, to approve the payment of the February 13, 2024, invoices in the amount of $235,461.48, as presented. Roll #1 was called. Voting was 'Aye' by Trustee Buergel, Dujsik, Leyva, Opila, Schneider, and President McKendree. No 'Nays.' Motion carried 6 – 0.

PAR. 15 **BUILDING & GROUNDS:** Director Cottonaro reported that the musical posies from Percussion Play have been shipped and will be delivered soon.

PAR. 16 The board had a brief discussion regarding the installation of electric vehicle charging stations at the library.

PAR. 17 **POLICY:** No Report.

PAR. 18 **BY-LAWS:** No Report.

PAR. 19 **PUBLIC RELATIONS:** No Report.

PAR. 20 **PERSONNEL:** President McKendree reminded all trustees that the Director's evaluation should begin in March 2024.

PAR. 21 ** Director Cottonaro informed the board of the need for a full-time page, the person would split their time between adult and youth services. The board asked Director Cottonaro to write up a job description and present it at the March 12, 2024, regular board meeting.

PAR. 22 **TRUSTEE EDUCATION:** No Report.

PAR. 23 **INSURANCE:** No Report.

PAR. 24 **MANAGERS REPORTS:** Manager's reports were presented and placed on file.

PAR. 25 Patron Services Manager, Ms. Leyva, reported that Ms. Bronkala, Ms. Alberts, and herself will be presenting at the Reaching Forward 2024 Conference. Reaching Forward is an annual professional development conference for library support staff, and they have a commitment to providing quality training and information.

PAR. 26 **LIBRARY DIRECTOR'S REPORT:** Director's report was placed on file. Most items were previously discussed.

PAR. 27 Director Cottonaro informed the board that there is an Illinois State senate bill that proposes to increase the threshold for requiring libraries to bid out work to $35,000 from the current $25,000. This would allow the library to have greater control over the building maintenance.

PAR. 28 Director Cottonaro reported that having to close the library for 2 ½ days due to an emergency building issue.

PAR. 29 **UNFINISHED BUSINESS:** No Report.

PAR. 30 **NEW BUSINESS:** Director Cottonaro asked for approval to purchase 2 KwikBoost charging lockers with stands.

PAR. 31 Motion made by President McKendree, seconded by Trustee Opila, to approve the purchase of 2 KwikBoost charging lockers with stands in the amount of $11,179.00, as presented. Roll #2 was called. Voting was 'Aye' by Trustee Buergel, Dujsik, Leyva, Opila, Schneider, and President McKendree. No 'Nays.' Motion carried 6 – 0.

PAR. 32 Director Cottonaro presented for approval an agreement from Engberg Anderson for interior design services for flooring replacement and repainting with a fee proposal of $26,000.

PAR. 33 Motion made by President McKendree, seconded by Trustee Dujsik, to approve the agreement from Engberg Anderson for interior design services for flooring replacement and repainting with a fee proposal of $26,000, as presented. Roll #3 was called. Voting was 'Aye' by Trustee Buergel, Dujsik, Leyva, Opila, Schneider, and President McKendree. No 'Nays.' Motion carried 6 – 0.

PAR. 34 Director Cottonaro presented for approval a contract with Independent Construction Services for owner's representation services related to the proposed flooring and repainting project at a rate of $145/hour and an estimated total of $18,850.

PAR. 35 Motion made by President McKendree, seconded by Trustee Opila, to approve the contract with Independent Construction Services for owner's representation services related to the proposed flooring and repainting project at a rate of $145/hour and an estimated total of $18,850, as presented. Roll #4 was called. Voting was 'Aye' by Trustee Buergel, Dujsik, Leyva, Opila, Schneider, and President McKendree. No 'Nays.' Motion carried 6 – 0.

PAR. 36 **PUBLIC DISCUSSION:** None.

PAR. 37 Motion made by President McKendree, seconded by Trustee Buergel, to move to executive session at 6:20 pm, in compliance with the Illinois Open Meetings Act, 5 ILCS 120/2 to discuss personnel. Motion carried by voice vote. Present were Trustee Buergel, Dujsik, Leyva, Opila, Schneider, and President McKendree.

PAR. 38 President McKendree called the regular meeting back to order at 6:53 pm. Present were Trustee Buergel, Dujsik, Leyva, Opila, Schneider, and President McKendree. A quorum was present.

PAR. 39 Motion made by Trustee Buergel, seconded by Trustee Leyva, to adjourn the meeting at 6:54 pm. Motion carried by voice vote 6 - 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