

**MINUTES**  
**ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT**  
**BOARD OF TRUSTEES**

June 09, 2009

- PAR. 1        The regular monthly meeting of ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES was called to order at 7:40 PM by President McKendree. Roll was called. Present were Trustees Ceretto, Pickar, Schneider and President McKendree. A quorum was present. Absent were Trustees Buerger, Engelbrecht and Woodville. Ms. Swanson, Library Director; Ms. Trela, Circulation/Technical Manager; Ms. Malysa, Youth Manager; Ms. Regan, Business Manager; and Mr. Poremba; public were also in attendance.
- PAR. 2        The Pledge of Allegiance was recited.
- PAR. 3        The Oath of Office was administered to Trustee Schneider by Business Manager/Notary Public Ms. Regan.
- PAR. 4        **MINUTES:** The minutes of the May 12, 2009 meeting were presented for disposition.
- PAR. 5        Motion was made by Trustee Ceretto, seconded by President McKendree to accept the minutes of May 12, 2009 as presented. Motion carried by voice vote. 4-0
- PAR. 6        The minutes of the May 26, 2009 Commette of the Whole meeting were presented for disposition.
- PAR. 7        Motion was made by Trustee Ceretto, seconded by President McKendree to accept the minutes of May 26, 2009 as presented. Motion carried by voice vote. 4-0
- PAR. 8        **ATTORNEY'S REPORT:** Ms. Swanson reported that the Library's Attorney is currently reviewing the contract submitted from PSA Dewberry/BCA Architects and will relay any information as received.

**OFFICERS' REPORTS**

- PAR.9  
\*\*        **PRESIDENT'S REPORT:** President McKendree asked all Trustees present if they were interested in chairing a specific committee.
- PAR. 10        Trustee Pickar stated he would be interested in chairing the Building and Grounds committee.
- PAR. 11        No motion was made.
- PAR. 12        **VICE PRESIDENT:** Trustee Ceretto reminded all Trustees of the Adult Summer Reading Program.
- PAR. 13        **SECRETARY:** Trustee Schneider read aloud a brochure regarding the National Park Services

- PAR. 14      **TREASURER:** Ms. Swanson asked how the board felt about transferring funds into a few 6 or 12 month cd's.
- PAR. 15      Motion was made by President McKendree, seconded by Trustee Pickar for approval to transfer funds not to exceed \$200,000.00 each for 3 (three) 6 or 12 month cd's. Roll #1 was called. Voting was 'Aye' by Trustees Ceretto, Pickar, Schneider and President McKendree. No 'Nays'. Motion carried 4-0
- PAR. 16      Ms. Regan presented the financial report dated May 2009 for approval.
- PAR. 17      Motion was made by President McKendree, seconded by Trustee Ceretto to accept and place on file the Treasurer's Report dated May 2009. Motion carried by voice vote. 4-0
- PAR. 18      Motion was made by Trustee Ceretto, seconded by President McKendree to accept the Officer's Reports as presented. Motion carried by voice vote. 4-0
- PAR. 19      **FINANCE:** A list of bills dated June 9, 2009 was presented for payment.
- PAR. 20      Motion was made by Ceretto, seconded by Trustee Schneider to authorize and approve payment of the June 9, 2009 bills in the amount of \$108,157.20. Roll #2 was called. Voting was 'Aye' by Trustees Ceretto, Pickar, Schneider and President McKendree. No 'Nays'. Motion carried 4-0
- PAR. 21      **BUILDING AND GROUNDS:** Trustee Schneider said thank you for the repair of the youth departments' train movie.
- PAR. 22      **POLICY:** No Report
- PAR. 23      **BY-LAWS:** No Report
- PAR. 24      **PUBLIC RELATIONS:** Ms. Swanson inquired about the library's policy for outside organizations advertising on the library's exterior LED sign and participation in community events.
- PAR. 25      The Board said the library's exterior LED sign should be used exclusively for library events.
- PAR. 26      No Motion was made.
- PAR. 27      **PERSONNEL:** Ms. Swanson presented the board with a request for a 30 day special leave request from employee, Ms. Sudds.

- PAR. 28 Motion was made by Trustee Ceretto, seconded by President McKendree to approve a maximum 30 day leave, without pay for Ms. Sudds for the period starting June 20,2009 and returning July 20, 2009 to regular duties. Roll #3 was called. Voting was 'Aye' by Trustees Ceretto, Pickar, Schneider and President McKendree. No 'Nays'. Motion carried 4-0
- PAR. 29 Ms. Swanson asked for approval of the revised Salary Schedule for fiscal year 2009-2010.
- PAR. 30 Motion was made by Trustee Ceretto, seconded by President McKendree to approve the revised 2009-2010 Salary Schedule as presented. Roll #4 was called. Voting was 'Aye' by Trustees Ceretto, Schneider and President McKendree. 'Nay' by Trustee Pickar. Motion carried 3-1
- PAR. 31 Trustee Pickar stated he sees no need to raise the salary schedule for Grade Level #2.
- PAR. 32 Motion was made by Trustee Pickar, seconded by President McKendree to move to executive session at 8:26 P.M. for the purpose of discussing personnel. Motion carried by voice vote. 4-0
- PAR. 33 President McKendree reconvened the meeting at 8:57 P.M. Roll was called. Present were Trustees Ceretto, Pickar, Schneider and President McKendree. A quorum was present.
- PAR. 34 Motion was made by Trustee Ceretto, seconded by Trustee Schneider to accept the recommendations of the Committee of the Whole as presented with a range of 1%-3% raises for the 2009-2010 fiscal year. Roll #5 was called. Voting was 'Aye' by Trustees Ceretto, Schneider and President McKendree. 'Nay' by Trustee Pickar. Motion carried 3-1.
- PAR. 35 **TRUSTEE EDUCATION:** President McKendree reminded and encouraged all Trustees to attend the upcoming ALA conference to be held in Chicago, July 9, 2009 through July 15, 2009.
- PAR. 36 President McKendree, Trustee Schneider and Ceretto said they were interested in attending.
- PAR. 37 Ms. Swanson will register interested Trustees.  
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- PAR. 38 **INSURANCE:** Ms. Swanson mentioned the insurance increase for the new fiscal year.
- PAR. 39 **LIBRARY DIRECTOR'S REPORT:** Ms. Swanson presented her report dated June 9, 2009. All items were previously covered
- PAR. 40 **UNFINISHED BUSINESS** No Report
- PAR. 41 **NEW BUSINESS:** Ms. Swanson presented on behalf of Attorney Perlman, proposed Ordinance No. 09-6-1 determining prevailing wage rates.

- PAR. 42 Motion was made by President McKendree, seconded by Trustee Pickar to adopt **ORDINANCE No. 09-6-1**, entitled: **AN ORDINANCE OF THE ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT MAKING A DETERMINATION OF THE PREVAILING WAGE** as presented Roll #6 was called . Voting was ‘Aye’ by Trustees Ceretto, Pickar, Schneider and President McKendree. No ‘Nays’ Motion carried 4-0
- PAR. 43 The board authorized Secretary Schneider to promptly file a certified copy of this Ordinance with both the Secretary of State Index Division and the Department of Labor of the State of Illinois.
- PAR. 44 Ms. Swanson requested a motion to adopt the Annual Ordinance for 2009-2010 Authorizing Non-Resident Cards. No. 09-6-2.
- PAR. 45 Motion was made by Trustee Pickar, seconded by President McKendree to adopt **ORDINANCE NO. 09-6-2** entitled: **AN ANNUAL ORDINANCE AUTHORIZING ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT NON-RESIDENT CARDS** in the amount of \$264.00 as presented. Roll #7 was called. Voting was ‘Aye’ by Trustees Ceretto, Pickar, Schneider, and President McKendree, no ‘Nays’. Motion carried 4-0.
- PAR. 46 Ms. Swanson requested a motion to adopt Ordinance #09-6-3, Establishing Annual Meeting Dates.
- PAR. 47 Motion was made by President McKendree, seconded by Trustee Pickar to adopt **ORDINANCE No. 09-6-3** entitled: **AN ORDINANCE ESTABLISHING OFFICIAL MEETING DATES OF THE ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES FOR THE FISCAL YEAR BEGINNING JULY 1, 2009 AND ENDING JUNE 30, 2010**. Roll #8 was called. Voting was ‘Aye’ by Trustees Ceretto, Pickar, Schneider and President McKendree, no ‘Nays’. Motion carried 4-0.
- PAR. 48 Ms. Swanson requested approval for the hiring of an auditor for 2009-2011.
- PAR. 49 Motion was made by President McKendree, seconded by Trustee Pickar to approve the hiring of Knutte & Associates, auditors for 2009-2011 as presented. Roll #9 was called. Voting was ‘Aye’ by Trustees Ceretto, Pickar, Schneider and President McKendree. No ‘Nays’. Motion carried 4-0
- PAR. 50 Ms. Swanson requested approval for the purchase of an Alsip Community Banner.
- PAR. 51 Motion was made by Trustee Ceretto, seconded by Trustee Schneider to approve the purchase of 1 (one) Alsip Community Banner with the library’s name and logo in the amount of \$350.00. Roll #10 was called.

Voting was 'Aye' by Trustees Ceretto, Pickar, Schneider and President McKendree. No 'Nays'. Motion carried 4-0

PAR. 52      **PUBLIC DISCUSSION:** Ms. Trela, Manager of the Circulation and Technical Department reported totals for the recent 'One-Time Debt Relief' offered to our library's patrons for the month of May 2009.

PAR. 53      Motion was made by Trustee Ceretto, seconded by Trustee Pickar to adjourn at 9:22 P.M. Motion carried by voice vote. 4-0

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MARY JANE SCHNEIDER, SECRETARY  
ALSIP-MERRIONETTE PARK  
PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES

APPROVED \_\_\_\_\_ DATE \_\_\_\_\_

APPROVED-AMENDED \_\_\_\_\_ DATE \_\_\_\_\_

/car \*\* Denotes follow-up required