

**MINUTES**  
**ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT**  
**BOARD OF TRUSTEES**  
December 08, 2009

PAR. 1 The regular monthly meeting of ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES was called to order at 7:37 PM by President McKendree. Roll was called. Present were Trustees Buergel, Ceretto, Engelbrecht, Schneider and President McKendree. A quorum was present. Absent was Trustee Pickar and Trustee Woodville. Ms. Swanson, Library Director; Ms. Pajor, Assistant Library Director/Adult 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 **MINUTES:** The minutes of the November 10, 2009 meeting were presented for disposition.

PAR. 4 Motion was made by Trustee Ceretto, seconded by Trustee Engelbrecht to accept the minutes of November 10, 2009 as presented. Motion carried by voice vote.5-0

PAR. 5 **ATTORNEY'S REPORT:** No Report

**OFFICERS' REPORTS**

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

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

PAR. 8 **SECRETARY:** Trustee Engelbrecht gave thanks for everyones concern and said it was good to be back.

PAR. 10 **TREASURER:** Treasurer Ceretto said thanks to all involved with organizing the library's holiday party.

PAR. 11 Treasurer Ceretto presented the financial report dated November 2009 for approval.

PAR. 12 Motion was made by Trustee Buergel, seconded by Trustee Engelbrecht to accept and place on file the Treasurer's Report dated November 2009. Motion carried by voice vote. 5-0

PAR. 13 **FINANCE:** A list of bills dated December 8, 2009 was presented for payment.

PAR. 14 Motion was made by Trustee Ceretto, seconded by Trustee Buergel to authorize and approve payment of the December 8, 2009 bills in the amount of \$102,976.11. Roll #1 was called. Voting was 'Aye' by Trustees Buergel, Ceretto, Engelbrecht, Schneider, and President McKendree. No 'Nays'. Motion carried 5-0

- PAR. 15 Ms. Swanson requested approval of and to place on file the FY 2008/2009 audit performed by Knutte & Associates.
- PAR. 16 Motion was made by Trustee Ceretto, seconded by Trustee Buergel to accept and place on file the FY 2008/2009 audit performed by Knutte & Associates. Roll #2 was called. Voting was 'Aye' by Trustees Buergel, Ceretto, Engelbrecht, Schneider, and President McKendree. No 'Nays'. Motion carried 5-0
- PAR. 17 **BUILDING AND GROUNDS:** Motion was made by Trustee Ceretto, seconded by Trustee Schneider and Trustee Engelbrecht to ratify President McKendree's signature on two contracts for services from; Landmark Engineering and Servey and ECS IL Soil boring testing. Roll #3 was called. Voting was 'Aye' by Trustees Buergel, Ceretto, Engelbrecht, Schneider, and President McKendree. No 'Nays'. Motion carried 5-0
- PAR. 18 Discussion ensued regarding procedure for decision making process during the building project.
- PAR. 19 Motion was made by Trustee Schneider, seconded by Trustee Ceretto to authorize President Mckendree to approve expenditures and sign contracts not to exceed \$10,000. for the upcoming construction/remodel project. Roll # 4 was called, Voting was 'Aye' by Trustees Buergel, Ceretto, Engelbrecht, Schneider, and President McKendree. No 'Nays'. Motion carried 5-0
- PAR. 20 **POLICY:** President McKendree again asked if Trustee Pickar called a  
\*\* Policy Committee meeting to discuss the current Special Leave Policy.
- Ms. Regan said no.
- PAR. 21 **BY-LAWS:** No Report
- PAR. 22 **PUBLIC RELATIONS:** No Report
- PAR. 23 **PERSONNEL:** No Report
- PAR. 24 **TRUSTEE EDUCATION:** No Report
- PAR. 25 **INSURANCE:** No Report
- PAR. 26 **LIBRARY DIRECTOR'S REPORT:** Ms. Swanson presented her report dated December 8, 2009. All items were previously covered
- PAR. 27 **UNFINISHED BUSINESS** No Report
- PAR. 28 **NEW BUSINESS** Motion was made by Trustee Ceretto, seconded by Trustee Engelbrecht to approve the designation of Ms. Swanson and Ms. Pajor as the Freedom of Information Officers. Motion carried by voice vote. 5-0

- PAR. 29 Ms. Swanson presented Ordinance No. 09-12-1 *Approving An Intergovernmental Agreement* for approval.
- PAR. 30 Motion was made by President McKendree, seconded by Trustee Engelbrecht to accept and place on file Ordinance No. 09-12-1 entitled; *Approving An Intergovernment Agreement* with the Metropolitan Library System (Reciprocal Borrowing Agreement), as presented. Roll #5 was called. Voting was 'Aye' by Trustees Buergel, Ceretto, Engelbrecht, Schneider, and President McKendree. No 'Nays'. Motion carried 5-0
- PAR. 31 Ms. Swanson asked for approval to close the library from 9AM to 1PM on January 19, 2010 for a staff in-service session.
- PAR. 32 Motion was made by President McKendree, seconded by Trustee Ceretto and Trustee Buergel to approve closing the library from 9AM to 1PM on January 19, 2010 for a staff in-service session. Roll #6 was called. Voting was 'Aye' by Trustees Buergel, Ceretto, Engelbrecht, Schneider, and President McKendree. No 'Nays'. Motion carried 5-0
- PAR. 33 Ms. Swanson asked for approval to adpot a motion authorizing the filing of the application for the Illinois State Library FY2010 Live and Learn Construction Grant, including all understandings and assurances contained therein, and authorizing Library Director Ruthann Swanson to act in connection with the application and to provide such additional information as may be required.
- PAR. 34 Motion was made by President McKendree, seconded by Trustee Ceretto to adopt a Motion authorizing the filing of the application for the Illinois State Library FY2010 Live and Learn Construction Grant, including all understandings and assurances contained therein, and authorizing Library Director Ruthann Swanson to act in connection with the application and to provide such additional information as may be required as presented. Roll #7 was called. Voting was 'Aye' by Trustees Buergel, Ceretoo, Engelbrecht, Schneider, and Presdient McKendree. No 'Nays'. Motion carried 5-0
- PAR. 35 Ms. Swanson asked for approval to authorize the hiring of an environmental/hazardous materials consultant.
- PAR. 36 Motion was made by President McKendree, seconded by Trustee Buergel to authorize Ms. Swanson to hire an environmental/hazardous material consultant for an amount not to exceed \$6,500.00. Roll #8 was called. Voting was 'Aye' by Trustees Buergel, Ceretto, Engelbrecht, Schneider, and President McKendree. No 'Nays'
- PAR. 37 **PUBLIC DISCUSSION:** Mr. Poremba asked when the new construction/remodel project is set to begin.
- PAR. 38 Ms. Swanson said hopefully near the end of 2010.
- PAR. 39 Motion was made by Trustee Buergel, seconded by Trustee Schneider to adjourn at 8:38 P.M. Motion carried by voice vote. 5-0

PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES

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

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

/car \*\* Denotes follow-up required