

MINUTES
ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES

July 14, 2009

- PAR. 1 The regular monthly meeting of ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES was called to order at 7:35 PM by President McKendree. Roll was called. Present were Trustees Ceretto, Engelbrecht, Pickar, Schneider and President McKendree. A quorum was present. Absent were Trustees Buerger, and Woodville. Ms. Swanson, Library Director; Ms. Pajor, Assistant Library Director/Adult Manager; Ms. Trela, Circulation/Technical Manager; Ms. Malysa, Youth Manager; Mr. Hoge, Maintenance Mechanic and Mr. Poremba; public were also in attendance.
- PAR. 2 The Pledge of Allegiance was recited.
- PAR. 3 **MINUTES:** The minutes of the June 9, 2009 meeting were presented for disposition.
- PAR. 4 Motion was made by Trustee Pickar, seconded by Trustee Engelbrecht to accept the minutes of June 9, 2009 as presented. Motion carried by voice vote. 5-0
- PAR. 5 **ATTORNEY'S REPORT:** Attorney Perlman discussed with board members the contract drawn up by PSA Dewberry/BCA Architects.
- PAR. 6 The board authorized Attorney Perlman to negotiate a lower percentage
** with architects.
- PAR. 7 Motion was made by President McKendree, seconded by Trustee Pickar to accept the attorney's report. Motion carried by voice vote. 5-0

OFFICERS' REPORTS

- PAR. 8 **PRESIDENT'S REPORT:** President McKendree called for nominations for Board Officers.
- PAR. 9 President McKendree called for nominations for Board President.
- PAR. 10 Motion was made by Trustee Ceretto, seconded by Trustee Engelbrecht to nominate and retain Trustee McKendree as President. President McKendree accepted the nomination. President McKendree let three (3) calls for any additional nominations. There were none. Nominations were closed.
- PAR. 11 President McKendree called for nominations for Board Vice-President.
- PAR. 12 Motion was made by President McKendree, seconded by Trustee Schneider to nominate Trustee Buerger as Vice President. President McKendree let three (3) calls for any additional nominations. There were none. Nominations were closed.

- PAR. 13 President McKendree called for nominations for Board Secretary.
- PAR. 14 Motion was made by Trustee Ceretto, seconded by Trustee Pickar, to nominate and retain Trustee Schneider as Secretary. Trustee Schneider accepted the nomination. President McKendree let three (3) calls for any additional nominations. There were none. Nominations were closed.
- PAR. 15 President McKendree called for nominations for Board Treasurer.
- PAR. 16 Motion was made by Trustee Pickar to nominate Trustee Woodville as Treasurer. Since there was no second, the motion died.
- PAR. 17 Motion was made by Trustee Schneider, seconded by President McKendree to nominate Trustee Ceretto as Treasurer. Trustee Ceretto accepted the nomination. President McKendree let three (3) calls for any additional nominations. There were none. Nominations were closed.
- PAR. 18 The nominations were closed and President McKendree declared the officers elected by acclamation.
- PAR. 19 **VICE PRESIDENT:** No Report
- PAR. 20 **SECRETARY:** No Report
- PAR. 21 **TREASURER:** The financial report dated May 2009 was presented for approval.
- PAR. 22 Motion was made by Trustee Pickar, seconded by Trustee Engelbrecht to accept and place on file the Treasurer's Report dated June 2009. Motion carried by voice vote. 5-0
- PAR. 23 Motion was made by Trustee Ceretto, seconded by President McKendree to accept the Officer's Reports as presented. Motion carried by voice vote. 5-0
- PAR. 24 **FINANCE:** A list of bills dated July 2009 was presented for payment.
- PAR. 25 Motion was made by Trustee Pickar, seconded by Trustee Ceretto to authorize and approve payment of the July, 2009 bills in the amount of \$135,377.27. Roll #1 was called. Voting was 'Aye' by Trustees Ceretto, Engelbrecht, Pickar, Schneider and President McKendree. No 'Nays'. Motion carried 5-0
- PAR. 26 **BUILDING AND GROUNDS:** Trustee Ceretto mentioned the flowers looked very nice around the exterior sign.
- PAR. 27 **POLICY:** President McKendree again encouraged all Trustees to review the recently published **Administrative Ready Reference**. Trustees need to review and describe the policies that are developed or revised as a result of the review. This requirement is necessary for the per capita grant for FY2010
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- PAR. 28 Discussion ensued regarding the adoption of a Patron Conduct Ordinance and a Bloodborne Pathogens Policy.
- PAR. 29 Ms. Swanson will bring both documents to a future meeting for discussion
** and possible adoption. No motion was made.
- PAR. 30 Ms. Swanson also reminded the board of the requirement for this years per
** capita grant, the board is required to review the policies in the **Illinois Library Laws & Rules, 2008** and address any areas where compliance issues need to be addressed.
- PAR. 31 Ms. Swanson noted that by law we are to adopt resolutions for the
** selection of library materials and the use of library materials at least every 2 years and that we are due for this. She also pointed out that we all should review this section of the laws since many will pertain to our upcoming building project.
- PAR. 32 **BY-LAWS:** President McKendree encouraged all trustees to review
** current By-Laws for the per captia grant. If any trustee needs a copy of the current By-Laws, contact Ms. Regan.
- PAR. 33 **PUBLIC RELATIONS:** No Report
- PAR. 34 **PERSONNEL:** No Report
- PAR. 35 **TRUSTEE EDUCATION:** President McKendree encouraged trustees to
** attend the **Board Boot Camp: The Basics for Being an Outstanding Trustee** on Saturday July 25, 2009 at the Midlothian Public Library. Any trustee interested should contact Ms. Regan for registration.
- PAR. 36 **INSURANCE:** No Report
- PAR. 37 **LIBRARY DIRECTOR'S REPORT:** Ms. Swanson presented her
report dated July14, 2009. Most items were previously covered
- PAR. 38 President McKendree asked how the Summer Reading Program prize recruitment was going in comparison to last year.
- PAR. 39 Ms. Malysa stated it is less than last year but suprisingly people were still generous. She went on to say due to the good turn out for the youth programs she found it necessary to phone for more coupons.
- PAR. 40 **UNFINISHED BUSINESS** No Report
- PAR. 41 **NEW BUSINESS** Ms. Swanson requested a motion to approve the hiring of window washers.
- PAR. 42 Motion was made by Trustee Ceretto, seconded by Trustee Engelbrecht to accept the proposal for window cleaning from M & M Window Cleaning located in Stickney, IL in the amount of \$1200.00 as presented. Roll #2

was called. Voting was 'Aye' by Trustees Ceretto, Engelbrecht, Pickar, Schneider, and President McKendree, no 'Nays'. Motion carried 5-0.

PAR. 43 Ms. Swanson requested a motion to approve the purchase of five new Dell computers.

PAR. 44 Motion was made by Trustee Ceretto, seconded by Trustee Pickar to approve the purchase of five Dell computers at a cost not to exceed \$5000.00. Roll #3 was called. Voting was 'Aye' by Trustees Ceretto, Pickar, Schneider and President McKendree, no 'Nays'. Motion carried 5-0.

PAR. 45 **PUBLIC DISCUSSION:** None

PAR. 46 Motion was made by Trustee Pickar, seconded by Trustee Ceretto to adjourn at 8:40 P.M. Motion carried by voice vote. 5-0

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

APPROVED _____ DATE _____

APPROVED-AMENDED _____ DATE _____

/car ** Denotes follow-up required