

MINUTES  
ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
July 12, 2011 (Corrected)

- 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 Buerger, Ceretto, Schneider, and President McKendree. A quorum was present. Ms. Swanson, Library Director; Ms. Pajor, Assistant Director/Adult Services Manager; Ms. Trela, Circulation/Technical Services Manager; Ms. Malysa, Youth Services Manager; Ms. Regan, Business Manager; Mr. Wade from Morris Wade Associates, Inc.; Mr. Mackey from PSA Dewberry; Mr. Hoge, Maintenance Mechanic; Mr. Poremba, Mr. Engelbrecht, and Mr. Pickar, public were also in attendance.
- PAR. 2 The Pledge of Allegiance was recited.
- PAR. 3 Trustee Ceretto left the meeting at 7:41 PM.
- PAR. 4 Trustee Ceretto returned to the meeting at 7:42 PM.
- PAR. 5 MINUTES: Motion was made by President McKendree, seconded by Trustee Ceretto, to accept the minutes from June 7, 2011 regular board meeting, as presented. Motion carried by voice vote 4-0.
- PAR. 6 MINUTES: Motion was made by Trustee Ceretto, seconded by Trustee Buerger, to accept the minutes from June 14, 2011 regular board meeting, as presented. Motion carried by voice vote 4-0.
- PAR. 7 MINUTES: Motion was made by Trustee Ceretto, seconded by Trustee Buerger, to accept the minutes from June 28, 2011 regular board meeting, as presented. Motion carried by voice vote 4-0.
- PAR. 8 ATTORNEY'S REPORT: Ms. Swanson reported that she, along with the library's Attorney Perlman, attended the village of Alsip committee meeting regarding the plat of re-subdivision for the library's north parking lot. Ms. Swanson reported the re-subdivision was passed unanimously by the commissioners and will be voted on at next week's village board meeting.

**OFFICERS' REPORTS**

- PAR. 9 PRESIDENT'S REPORT: President McKendree appointed Trustee Dujsik and Trustee Schneider to audit the secretary's minutes from Fiscal Year 2010-2011.

- PAR. 10      VICE PRESIDENT: No Report.
- PAR. 11      SECRETARY: Secretary Schneider read aloud a letter from the Arbor Park Middle School Principal, Ms. Sexton, offering a donation from the school for a book to be purchased and added to the library's collection in remembrance of Past Trustee Marilyn Engelbrecht.
- PAR. 12      TREASURER Trustee Ceretto inquired again about various investments plans for the library. Ms. Swanson said she would set an appointment. Trustee Ceretto asked that she be contacted for the appointment.
- PAR. 13      Treasurer Ceretto presented the financial report dated June 2011 for approval.
- PAR. 14      Motion was made by Trustee Buergel, seconded by Trustee Schneider, to place on file the Treasurer's Report dated June 2011. Motion carried by voice vote 4-0.
- PAR. 15      FINANCE: A list of bills dated July 12, 2011, was presented for payment.
- PAR. 16      Motion was made by Trustee Buergel, seconded by Trustee Ceretto, to authorize and approve the payment of the July 12, 2011 bills in the amount of \$222,496.62. Roll #1 was called. Voting was 'Aye' by Trustees Buergel, Ceretto, Schneider and President McKendree. No 'Nays'. Motion carried 4-0.
- PAR. 17      Late bills from Ebsco in the amount of \$13,392.00; Library Ideas in the amount of \$ 4,020.00; Morris Wade, Inc., in the amount of \$2,603.70 & \$4,327.50, and Value Line Publishing in the amount of \$898.00, was presented for payment.
- PAR. 18      Motion was made by President McKendree, seconded by Trustee Ceretto, to authorize and approve the payment of the bill from Ebsco in the amount of \$13,392.00. Roll #2 was called. Voting was 'Aye' by Trustees Buergel, Ceretto, Schneider and President McKendree. No 'Nays'. Motion carried 4-0.
- PAR. 19      Motion was made by Trustee Ceretto, seconded by Trustee Buergel, to authorize and approve the payment of the bill from Library Ideas in the amount of \$4,020.00. Roll #3 was called. Voting was 'Aye' by Trustees Buergel, Ceretto, Schneider and President McKendree. No 'Nays'. Motion carried 4-0.
- PAR. 20      Motion was made by Trustee Ceretto, seconded by Trustee Schneider, to authorize and approve the payment of the two bills from Morris Wade, Inc. in the amount of \$2,603.70 and \$4,327.50. Roll #4 was called. Voting was 'Aye' by Trustees Buergel, Ceretto, Schneider and President McKendree. No 'Nays'. Motion carried 4-0.
- PAR. 21      Motion was made by Trustee Ceretto, seconded by President McKendree, to authorize and approve the payment of the bill from Value Line Publishing in the amount of \$898.00. Roll #5 was called. Voting was 'Aye' by Trustees Buergel, Ceretto, Schneider and President McKendree. No 'Nays'. Motion carried 4-0.

- PAR. 22      BUILDING AND GROUNDS: Mr. Wade handed out his progress report, dated July 12, 2011 for the addition and renovation project. The report is attached to the original of these minutes. He also reported on the bids for construction on the swing-space which are due July 19, 2011 at 1:00 PM.
- PAR. 23      Mr. Wade informed the trustees that his main concern during the last few weeks have been focused on preparations of the library's swing-space.
- PAR. 24      He reported 7 firms had met the construction bidding criteria for the library's new building project.
- PAR. 25      Mr. Mackey also reported on the construction firms meeting criteria and the numerous permits that need to be obtained for the building project.
- PAR. 26      Mr. Mackey and Mr. Wade left the meeting at 8:13 PM.
- PAR. 27      POLICY: President McKendree suggested that upon the library having a full board again, she would like Trustee Ceretto to review the library's policies.
- PAR. 28      BY-LAWS: No Report
- PAR. 29      PUBLIC RELATIONS: Ms. Swanson presented 2 solicitations from local entities for donations from the library: 300 coupons for 1 DVD rental for the AlsipCOC/Police Department for National Night Out Against Crime, and from the Alsip Park District for miscellaneous contributions.
- PAR. 30      It was the consensus of the board to support the solicitation from the AlsipCOC/Police Department and deny the solicitation from the Alsip Park District.
- PAR. 31      Ms. Swanson reported on several juveniles who threw smoke bombs in the library's exterior book drop. She informed the board that the Alsip Police are handling the case and will try to enforce restitution from the juvenile's families for the damaged materials.
- PAR. 32      PERSONNEL: No Report.
- PAR. 33      TRUSTEE EDUCATION: No Report.
- PAR. 34      INSURANCE: No Report.
- PAR. 35      LIBRARY DIRECTOR'S REPORT: Ms. Swanson presented her report dated July 12, 2011. Most items were previously covered.
- PAR. 36      UNFINISHED BUSINESS No Report.

- PAR. 37      NEW BUSINESS Ms. Swanson asked for approval to adopt the reorganization of circulation and technical services departments including two new positions and their corresponding job descriptions, and designation of personnel for these positions, and an additional position, as presented.
- PAR. 38      Motion was made by Trustee Ceretto, seconded by Trustee Buergel, to adopt the reorganization of the circulation and technical services departments including two new positions and their corresponding job descriptions, and designation of personnel for these positions, and an additional position, as presented. Roll #6 was called. Voting was ‘Aye’ by Trustees Buergel, Ceretto, Schneider, and President McKendree. No ‘Nays’. Motion carried 4-0
- PAR. 39      Ms. Swanson asked for approval of the new salary schedule for fiscal year 2011-2012.
- PAR. 40      Motion was made by Trustee Ceretto, seconded by Trustee Buergel, to approve the new salary schedule for fiscal year 2011-2012, as presented. Roll #4 was called. Voting was ‘Aye’ by Trustees Buergel, Ceretto, ~~Dujisik~~, Schneider, and President McKendree. No ‘Nays’. Motion carried 5-0
- PAR. 41      Ms. Swanson asked for approval of per cent increases for salaries for fiscal year 2011-2012.
- PAR. 42      Motion was made by President McKendree, seconded by Trustee Ceretto, to approve the per cent increases for salaries for fiscal year 2011-2012 , as presented. Roll #8 was called. Voting was ‘Aye’ by Trustees Buergel, Ceretto, Schneider, and President McKendree. No ‘Nays’. Motion carried 4-0
- PAR. 43      PUBLIC DISCUSSION: President McKendree informed the public that all letters received regarding the library board vacancies were still being taken under advisement.
- PAR. 44      Motion was made by Trustee Ceretto, seconded by Trustee Buergel, to adjourn at 8:39 PM. 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

