

**MINUTES**  
**ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT**  
**BOARD OF TRUSTEES**  
March 9, 2010

- PAR. 1        The regular monthly meeting of ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES was called to order at 7:36 PM by President McKendree. Roll was called. Present were Trustees Buergel, Ceretto, Engelbrecht, Pickar, and President McKendree. A quorum was present. Absent was Trustee Schneider and Trustee Woodville. Ms. Swanson, Library Director; Ms. Pajor, Assistant Library Director/Adult Manager; Ms. Regan, Business Manager; Mr. Wade of Morris Wade Associates; Mr. Mackey of PSA Dewberry and Mr. Poremba, public was also in attendance. In the absence of Secretary Schneider, President McKendree assigned Trustee Pickar as Secretary Pro-Tem.
- PAR. 2        The Pledge of Allegiance was recited.
- PAR. 3        **MINUTES:** The minutes of the January 12, 2010 meeting were presented for disposition.
- PAR. 4        Motion was made by Trustee Buergel, seconded by President McKendree to accept the minutes of January 12, 2010 as presented. Motion carried by voice vote.5-0
- PAR. 5        The minutes of January 19, 2010 Policy Committee, January 26, 2010 and February 23, 2010 Committee of the Whole meetings were presented for disposition.
- PAR. 6        Motion was made by Trustee Ceretto, seconded by Trustee Engelbrecht to accept the minutes of January 19, 2010, January 26, 2010 and February 23, 2010 as presented. Motion carried by voice vote.5-0
- PAR. 7        **ATTORNEY'S REPORT:** Motion was made by President McKendree, seconded by Trustee Ceretto to approve contract with Morris Wade Associates as recommended by Attorney Perlman. Roll #1 was called. Voting was 'Aye' by Trustees Buergel, Ceretto, Engelbrecht, Pickar and President McKendree. No 'Nays' Motion carried 5-0

**OFFICERS' REPORTS**

- PAR. 8        **PRESIDENT'S REPORT:** No Report
- PAR. 9        **VICE PRESIDENT:** No Report
- PAR. 10       **SECRETARY:** No Report
- PAR. 11       **TREASURER:** Treasurer Ceretto presented the financial report dated January 2010 and February 2010 for approval.

- PAR. 12 Motion was made by President McKendree, seconded by Trustee Ceretto to accept and place on file the Treasurer's Report dated January 2010 and February 2010. Motion carried by voice vote. 5-0
- PAR. 13 **FINANCE:** Ms. Swanson asked for approval to ratify the payment of February 9, 2010 bills previously approved.
- PAR. 16 Motion was made by Trustee Buergel, seconded by President McKendree to ratify the payment of the February 9, 2010 bills in the amount of \$165,144.38 Roll #2 was called. Voting was 'Aye' by Trustees Buergel, Ceretto, Engelbrecht, Pickar, and President McKendree. No 'Nays' Motion carried 5-0
- PAR. 17 A list of bills dated March 9, 2010 was presented for payment.
- PAR. 18 **FINANCE (cont.):** Motion was made by President McKendree, seconded by Trustee Ceretto to authorize and approve payment of the March 9, 2010 bills in the amount of \$114,927.51 Roll #3 was called. Voting was 'Aye' by Trustees Buergel, Ceretto, Engelbrecht, Pickar, and President McKendree. No 'Nays'. Motion carried 5-0
- PAR. 19 **BUILDING AND GROUNDS:** Mr. Mackey of PSA Dewberry handed out his agenda, a draft of the Library Division Square Foot Summary and drawings of site plans for an addition with lower level or one story addition.
- PAR. 20 Discussion ensued.
- PAR. 21 Motion was made by President McKendree, seconded by Trustee Ceretto to accept the Library Division Sq. Ft. Summary, dated 3/8/2010 with a gross square footage of 39,535 as presented. Roll #4 was called. Voting was 'Aye' by Trustees Buergel, Ceretto, Engelbrecht, Pickar and President McKendree. No 'Nays'. Motion carried 5-0
- PAR. 22 Motion was made by Trustee Buergel, seconded by Trustee Engelbrecht to approve the relocation of the library during construction. Roll #5 was called. Voting was 'Aye' by Trustee Buergel, Ceretto, Engelbrecht, Pickar and President McKendree. No 'Nays'. Motion carried 5-0
- PAR. 23 It was the consensus of the Board of Trustees to approve the site plans for a 15,000 S.F. addition with lower level (7,500 sq.ft. per floor) as presented.
- PAR. 24 Mr. Mackey left the meeting at 8:19 P.M.
- PAR. 25 **POLICY:** President McKendree suggested that all trustees read the current Collection Development and Circulation Policies and note any changes/revisions for future adoption.  
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- PAR. 26 Trustee Pickar set a Committee of the Whole meeting for March 30, 2010 at 7:30 P.M. to review the above mentioned policies. Ms. Regan to send a reminder to all trustees.

- PAR. 27 Mr. Wade left the meeting at 8:26 P.M.
- PAR. 28 **BY-LAWS:** Ms. Swanson mentioned the requirement of the Per Capita  
\*\* Grant for all Board Trustees to examine current by laws and make any changes or revisions. President McKendree asked Ms. Swanson to make copies of the current By-Laws for all Trustees.
- PAR. 29 **PUBLIC RELATIONS:** President McKendree read aloud a few patron comments received regarding library staff and service.
- PAR. 30 **PERSONNEL:** No Report
- PAR. 31 **TRUSTEE EDUCATION:** No Report
- PAR. 32 **INSURANCE:** No Report
- PAR. 33 **LIBRARY DIRECTOR'S REPORT:** Ms. Swanson presented her report dated March 9, 2010. Most items were previously covered.
- PAR. 34 Ms. Swanson reported on going before the grant review committee for the Construction Grant application.
- PAR. 35 **UNFINISHED BUSINESS** No Report
- PAR. 36 **NEW BUSINESS** Ms. Swanson asked for approval to purchase 2 replacement computers for Technical Services.
- PAR. 37 Motion was made by President McKendree, seconded by Trustees Buergel and Ceretto to approve the purchase of 2 Dell replacement computers for Technical Services in the amount of \$1682.00. Roll #6 was called. Voting was 'Aye' by Trustees Buergel, Ceretto, Engelbrecht, Pickar, and President McKendree. No 'Nays'. Motion carried 5-0
- PAR. 38 Ms. Swanson asked for approval to purchase 5 Orbit replacement scanners for Technical Services.
- PAR. 39 Motion was made by Trustee Ceretto, seconded by Trustees Buergel to approve the purchase of 5 Metrologic Orbit scanners for Technical Services in the amount of \$1475.00. Roll #7 was called. Voting was 'Aye' by Trustees Buergel, Ceretto, Engelbrecht, Pickar, and President McKendree. No 'Nays'. Motion carried 5-0
- PAR. 40 Ms. Swanson asked for approval for an alternative collection procedure for the month of May 2010 as presented.
- PAR. 41 Motion was made by President McKendree, seconded by Trustees Buergel to approve the alternative collection procedure for the month of May 2010 as presented. Roll #8 was called. Voting was 'Aye' by Trustees Buergel, Ceretto, Engelbrecht, Pickar, and President McKendree. No 'Nays'. Motion carried 5-0

- PAR. 42 Ms. Swanson asked for approval of the Lawn/Landscape Maintenance Agreement for 2010 from Roy Erikson Outdoor Maintenance Inc..
- PAR. 43 Motion was made by Trustee Buergel, seconded by Trustees Ceretto to approve the Lawn/Landscape Maintenance contract with Roy Erikson Outdoor Maintenance for April 2010 through November 2010 in the amount of \$360.00 per month. Roll #9 was called. Voting was 'Aye' by Trustees Buergel, Ceretto, Engelbrecht, Pickar, and President McKendree. No 'Nays'. Motion carried 5-0
- PAR. 44 **PUBLIC DISCUSSION:** No Report
- PAR. 45 President McKendree moved to executive session at 8:50 P.M. Hearing no objections, it was so moved.
- PAR. 46 President McKendree ajourned the executive session at 8:52 P.M.
- PAR. 47 A quorum was present.
- PAR. 48 Motion was made by President McKendree, seconded by Trustee Buergel to approve a leave of absense of approximately 6 weeks for Kelly Carrillo as presented. Roll #10 was called. Voting was 'Aye' by Trustees Buergel, Ceretto, Engelbrecht, Pickar, and President McKendree. No 'Nays'. Motion carried 5-0
- PAR. 49 Motion was made by Trustee Ceretto, seconded by Trustee Engelbrecht to adjourn at 8:53 P.M. Motion carried by voice vote. 5-0

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KEVIN PICKAR, SECRETARY PRO-TEM  
 ALSIP-MERRIONETTE PARK  
 PUBLIC LIBRARY DISTRICT  
 BOARD OF TRUSTEES

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

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

/car \*\* Denotes follow-up required