

MINUTES
ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
April 13, 2010

- PAR. 1 The regular monthly meeting of ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES was called to order at 7:38 PM by President McKendree. Roll was called. Present were Trustees Buergel, Ceretto, Engelbrecht, Schneider, and President McKendree. A quorum was present. Absent were Trustee Pickar and Trustee Woodville. Ms. Swanson, Library Director; Ms. Pajor, Assistant Library Director/Adult Manager; Ms. Malysa, Youth Manager; Ms. Regan, Business Manager; Mr. Wade of Morris Wade Associates; Mr. Mackey of PSA Dewberry and Mr. Poremba and other public were also in attendance.
- PAR. 2 The Pledge of Allegiance was recited.
- PAR. 3 **MINUTES:** The minutes of the March 9, 2010 meeting were presented for disposition.
- PAR. 4 Motion was made by Trustee Ceretto, seconded by Trustee Buergel to accept the minutes of March 9, 2010 as presented. Motion carried by voice vote.5-0
- PAR. 5 President McKendree asked for the minutes of March 30, 2010 Policy
** Committee.
- PAR. 6 No minutes were presented.
- PAR. 7 President McKendree said approval of March 30, 2010 minutes will be
** addressed at the next regular board meeting May 11, 2010.
- PAR. 8 **ATTORNEY'S REPORT:** Motion was made by President McKendree, seconded by Trustee Ceretto to suspend with the attorney's report and move to Building and Grounds. Hearing no objections. Motion carried by voice vote.5-0
- PAR. 9 **BUILDING AND GROUNDS:** Mr. Mackey from PSA-Dewberry/BCA handed out copies of his agenda, program distribution diagram, a project schedule, and schemes for either a north expansion or west expansion.
- PAR. 10 Discussion ensued regarding allocation of space and location of departments.
- PAR. 11 Mr. Mackey asked the board for a consensus of one of the schemes presented so they could develop the smaller spaces within the large spaces.
- PAR. 12 It was the consensus of the board to choose the west expansion scheme.
- PAR. 13 Mr. Mackey said PSA-Dewberry/BCA will develop a plan according to the west expansion and bring before the board for discussion.

- PAR. 14 Mr. Mackey handed out two different proposals for cost estimating. One from Hodgetts Associates, Inc. and the other from Construction Resources & Management.
- PAR. 15 Motion was made by Trustee Ceretto, seconded by Trustee Buergel to accept the proposal from Construction Resources & Management, (CRM) for cost estimating in the library remodel/construction project as presented. Roll #1 was called. Voting was 'Aye' by Trustees Buergel, Ceretto, Engelbrecht, Schneider and McKendree. No 'Nays'. Motion carried 5-0
- PAR. 16 Mr. Mackey presented the month-to-month project schedule based on meetings at the regular scheduled monthly board meetings. He explained the schedule could possibly be updated month to month and stated it be used to forewarn trustees as to what might be coming up in the months ahead, as to what will be presented and/or looking for some sort of vote on various items.
- PAR. 17 Trustee Ceretto asked when should the library move off-site for construction.
- PAR. 18 Mr. Mackey said construction should start March 1, 2011 and some work will most likely need to be done beforehand at the temporary site. It was suggested by Mr. Wade, the owner's representative to start looking within the next few months.
- PAR. 19 Mr. Mackey asked if anyone had any other concerns or questions regarding the process or the designs.
- PAR. 20 Mr. Wade asked Mr. Mackey about the geo borings.
- PAR. 21 Mr. Mackey said the PSA-Dewberry/BCA has sent out proposal requests.
- PAR. 22 Mr. Mackey went on to state it is the library's responsibility to have a consultant test the current roof for ACM (asbestos containing material).
- PAR. 23 Ms. Swanson said a report was recently done regarding ACM and Mr. Mackey and Mr. Wade suggested starting with that report first.
- PAR. 24 Mr. Mackey said he would return next regular board meeting, May 11, 2010 to discuss the D-Plan and Massing Studies.
- PAR. 25 Mr. Wade asked Mr. Mackey if he would be far enough along mid May 11, 2010 to start giving information to the cost estimate. Mr. Mackey responded he should have a schematic estimate ready.
- PAR. 26 Mr. Mackey said he would return next regular board meeting and we will be talking about the west expansion, massing and elevations.
- PAR. 27 Mr. Mackey and Mr. Wade left the meeting at 9:17 P.M.

- PAR. 28 Motion was made by Trustee Ceretto, seconded by Trustee Buergel to return to the normal order of business and Attorney's Report.
- PAR. 29 **ATTORNEY'S REPORT:** Ms. Swanson requested approval for the attorney's recommended revisions to the Freedom of Information policies and forms. Ms. Swanson also said that she, as one of the appointed Freedom of Information Officers, has taken the required online training. The other appointees, Ms. Pajor and Ms. Regan, have until June 1, 2010 to complete the training. She suggested that the online Freedom of Information and Open Meetings Act online training are available for the Trustees to take as well and would be informative and beneficial to do so.
- PAR. 30 Motion was made by Trustee Ceretto, seconded by Trustee Buergel to approve the revisions to the Freedom of Information policies and forms as approved and recommended by the library's attorney. Roll #2 was called. Voting was 'Aye' by Trustee Buergel, Ceretto, Engelbrecht, Schneider and McKendree. No 'Nays' Motion carried 5-0

OFFICERS' REPORTS

- PAR. 31 **PRESIDENT'S REPORT:** No Report
- PAR. 32 **VICE PRESIDENT:** No Report
- PAR. 33 **SECRETARY:** No Report
- PAR. 34 **TREASURER:** Treasurer Ceretto presented the financial report dated March 2010 for approval.
- PAR. 35 Motion was made by Trustee Ceretto, seconded by Trustee Schneider to accept and place on file the Treasurer's Report dated March 2010. Motion carried by voice vote. 5-0
- PAR. 36 **FINANCE:** A list of bills dated April 13, 2010 was presented for payment.
- PAR. 37 Motion was made by Trustee Buergel, seconded by President McKendree to authorize and approve payment of the April 13, 2010 bills in the amount of \$124,571.52 Roll #3 was called. Voting was 'Aye' by Trustees Buergel, Ceretto, Engelbrecht, Schneider, and President McKendree. No 'Nays'. Motion carried 5-0
- PAR. 38 Ms. Regan presented a list of two additional late bills for payment.
- PAR. 39 Motion was made by President McKendree, seconded by Trustee Buergel to authorize and approve payment of the two additional late bills in the amount of \$11,202.19 Roll #4 was called. Voting was 'Aye' by Trustees Buergel, Ceretto, Engelbrecht, Schneider, and President McKendree. No 'Nays'. Motion carried 5-0

- PAR. 40 **POLICY:** Ms. Swanson handed out copies and asked for approval of the revisions to the Collection Development Policy and the Special Leave Policy.
- PAR. 41 Motion was made by President McKendree, seconded by Trustee Ceretto to approve the revised section of the Personnel Policy 8.75.4 under Special Leave as presented and recommended by the Committee of the Whole. Roll #5 was called. Voting way ‘Aye’ by Trustees Buergel, Ceretto, Engelbrecht, Schneider and McKendree. No ‘Nays’ Motion carried 5-0
- PAR. 42 President McKendree suggested all Trustees review the revised Collection
** Development Policy and come prepared to vote on the revisions at the regular board meeting May 11, 2010.
- PAR. 43 **BY-LAWS:** Ms. Swanson handed out the By-Laws per the request of President McKendree for all Trustees to review.
- PAR. 44 President McKendree suggested all Trustees review the By-Laws,
** especially the section of fiscal responsibility and going in to debt amounts and come prepared to vote at the regular board meeting May 11, 2010. President McKendree noted this is imperative for the Per Capita Grant.
- PAR. 45 **PUBLIC RELATIONS:** President McKendree mentioned the recent wonderful adult services programs.
- PAR. 46 **PERSONNEL:** President McKendree encouraged Trustees to start
** thinking about salaries for the 2010-2011 budget.
- PAR.47 **TRUSTEE EDUCATION:** President McKendree mentioned the upcoming LACONI Annual Trustee Dinner. Trustee Buergel and Trustee Ceretto said they would be attending.
- PAR. 48 Trustee Engelbrecht left the room at 9:40 P.M.
- PAR. 49 **INSURANCE:** No Report
- PAR. 50 **LIBRARY DIRECTOR’S REPORT:** Ms. Swanson presented her report dated April 13, 2010. Most items were previously covered.
- PAR. 51 Ms. Swanson asked approval to sign the Construction Grant application and mentioned she would be requesting an extension for the start of our construction project.
- PAR. 52 Ms. Swanson reported on herself, Ms. Blietz, Ms. Cutshall and Ms. Roe’s participation in the recent ‘*LITTLE TRIVIA ON THE PRAIRIE CONTEST*’. Ms. Swanson her team took 2nd place.
- PAR. 53 Trustee Engelbrecht returned at 9:42 P.M.
- PAR. 54 **UNFINISHED BUSINESS** No Report

- PAR. 55 **NEW BUSINESS** Ms. Swanson asked for approval of the Intergovernmental Agreement and Ordinance No. 10-4-1 concerning provision of electronic databases from MLS.
- PAR. 56 Motion was made by President McKendree, seconded by Trustees Schneider to adopt and place on file the Intergovernmental Agreement and Ordinance No. 10-4-1 concerning provision of electronic databases from MLS. Roll #6 was called. Voting was 'Aye' by Trustees Buerger, Ceretto, Engelbrecht, Schneider, and President McKendree. No 'Nays'. Motion carried 5-0
- PAR. 57 **PUBLIC DISCUSSION:** No Report
- PAR. 58 Motion was made by Trustee Ceretto, seconded by Trustee Buerger to adjourn at 9:50 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