

MINUTES
ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
November 10, 2009

- PAR. 1 The regular monthly meeting of ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES was called to order at 7:32 PM by President McKendree. Roll was called. Present were Trustees Buergel, Ceretto, Pickar, Schneider, Woodville and President McKendree. A quorum was present. Absent was Trustee Engelbrecht. Ms. Swanson, Library Director; Ms. Trela, Circ/Tech 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 October 13, 2009 meeting were presented for disposition.
- PAR. 4 Motion was made by Trustee Pickar, seconded by Trustee Ceretto to accept the minutes of October 13, 2009 as presented. Motion carried by voice vote.6-0
- PAR. 5 **ATTORNEY'S REPORT:** Attorney Perlman presented Ordinance #09-11-5 for disposition, entitled: AN ORDINANCE PROVIDING FOR THE LEVYING, ASSESSMENT AND COLLECTION OF TAXES FOR CORPORATE AND OTHER PURPOSES IN THE ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT FOR THE FISCAL YEAR BEGINNING JULY 1, 2009 AND ENDING JUNE 30, 2010.
- PAR. 6 Motion was made by Trustee Ceretto, seconded by Trustee Pickar to adopt Ordinance No. 09-11-5 entitled: AN ORDINANCE PROVIDING FOR THE LEVYING, ASSESSMENT AND COLLECTION OF TAXES FOR CORPORATE AND OTHER PURPOSES IN THE ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT FOR THE FISCAL YEAR BEGINNING JULY 1, 2009 AND ENDING JUNE 30, 2010, as presented. Roll #1 was called. Voting was 'Aye' by Trustees Buergel, Ceretto, Pickar, Schneider, Woodville and President McKendree. No 'Nays' Motion carried 6-0
- PAR. 7 Attorney Perlman presented Ordinance #09-11-6 for disposition, entitled: AN ORDINANCE OF THE ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT APPROVING THE AMENDMENTS TO THE METROPOLITAN LIBRARY SYSTEM'S LIBRARY INSURANCE MANAGEMENT AND RISK CONTROL COMBINATION BY-LAWS AND INTERGOVERNMENTAL AGREEMENTS.

- PAR. 8 Motion was made by Trustee Ceretto, seconded by Trustee Pickar to adopt Ordinance No. 09-11-6 entitled: AN ORDINANCE OF THE ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT APPROVING THE AMENDMENTS TO THE METROPOLITAN LIBRARY SYSTEM'S LIBRARY INSURANCE MANAGEMENT AND RISK CONTROL COMBINATION BY-LAWS AND INTERGOVERNMENTAL AGREEMENTS, as presented. Roll #2 was called. Voting was 'Aye' by Trustees Buergel, Ceretto, Pickar, Schneider, Woodville and President McKendree. No 'Nays' Motion carried 6-0
- PAR. 9 Attorney Perlman presented Resolution No. 09-11-R-1 for disposition, entitled: A RESOLUTION OF THE ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT AUTHORIZING THE EXECUTUION OF AN INTERGOVERNMENTAL AGREEMENT WITH THE LIBRARY INSURANCE MANAGEMENT AND RISK CONTROL COMBINATION ("LIMRiCC")
- PAR. 10 Motion was made by Trustee Pickar, seconded by Trustee Buergel to adopt Resolution No. 09-11-R-1 entitled: A RESOLUTION OF THE ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT AUTHORIZING THE EXECUTUION OF AN INTERGOVERNMENTAL AGREEMENT WITH THE LIBRARY INSURANCE MANAGEMENT AND RISK CONTROL COMBINATION ("LIMRiCC"), as presented. Roll #3 was called. Voting was 'Aye' by Trustees Buergel, Ceretto, Pickar, Schneider, Woodville and President McKendree. No 'Nays' Motion carried 6-0
- PAR. 11 Attorney Perlman presented Resolution No. 09-11-R-2 for disposition, entitled: A RESOLUTION OF THE ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT APPROVING THE FLEXIBLE SPENDING ACCOUNT PROGRAM ADMINISTERED THROUGH INSURANCE MANAGEMENT AND RISK CONTROL COMBINATION ("LIMRiCC")
- PAR. 12 Motion was made by Trustee Pickar, seconded by Trustee Buergel to adopt Resolution No. 09-11-R-2 entitled: A RESOLUTION OF THE ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT APPROVING THE FLEXIBLE SPENDING ACCOUNT PROGRAM ADMINISTERED THROUGH INSURANCE MANAGEMENT AND RISK CONTROL COMBINATION ("LIMRiCC"), as presented. Roll #4 was called. Voting was 'Aye' by Trustees Buergel, Ceretto, Pickar, Schneider, Woodville and President McKendree. No 'Nays' Motion carried 6-0
- PAR. 13 Attorney Perlman recommended the board start to get financing in place
** with current funds for the upcoming building/remodel project ASAP.
- PAR. 14 Motion was made by Trustee Ceretto, seconded by Trustee Buergel to accept and place on file the Attorney's Report as presented. Motion carried by voice vote. 6-0

PAR. 15 Attorney Perlman left the meeting at 7:51 P.M.

OFFICERS' REPORTS

PAR. 16 **PRESIDENT'S REPORT:** No Report

PAR. 17 **VICE PRESIDENT:** No Report

PAR. 18 **SECRETARY:** Ms. Regan presented her report for available sites to hold the library's annual holiday dinner.

PAR. 19 Motion was made by Trustee Pickar, seconded by Trustee Buergel to hold the annual holiday dinner at Beggar's Pizza on December 4, 2009 from 7 to 10 P.M. Roll #5 was called. Voting was 'Aye' by Trustees Buergel, Ceretto, Pickar, Schneider, Woodville and President McKendree. No 'Nays' Motion carried 6-0

PAR. 20 **TREASURER:** Treasurer Ceretto presented the financial report dated October 2009 for approval.

PAR. 21 Motion was made by Trustee Pickar, seconded by Trustee Buergel to accept and place on file the Treasurer's Report dated October 2009. Motion carried by voice vote. 6-0

PAR. 22 **FINANCE:** A list of bills dated November 10, 2009 was presented for payment.

PAR. 23 Ms. Regan stated the November 10, 2009 bill list should total should be amended showing a total of \$130,598.13. Ms. Regan incorrectly added recent totals used to purchase CD's.

PAR. 24 Motion was made by Trustee Woodville, seconded by Trustee Buergel to authorize and approve payment of the November 10, 2009 bills as amended, in the amount of \$130,598.13. Roll #6 was called. Voting was 'Aye' by Trustees Buergel, Ceretto, Pickar, Schneider, Woodville and President McKendree. No 'Nays'. Motion carried 6-0

PAR. 25 Ms. Swanson handed out the annual audit performed by Knutte & Associates to all attending board members.

PAR. 26 President McKendree encouraged all trustees to review the audit and come prepared to the December 2009 regular board meeting to approve and accept the current audit.
**

PAR. 27 **BUILDING AND GROUNDS:** Ms. Swanson handed out a copy of a project status update from PSA Dewberry/BCA, dated Friday November 6, 2009 along with a proposal from PSA Dewberry/BCA to "Proceed with Additional Services," namely the development of a building program.

PAR. 28 Discussion of the proposal ensued.

- PAR. 29 Motion was made by President McKendree, seconded by Trustee Ceretto to accept the proposal from PSA Dewberry/BCA for Addendum to Original Agreement, for Facility Programming in the amount of \$7,700.00 as presented. Roll # 7 was called, Voting was 'Aye' by Trustees Buergel, Ceretto, Pickar, Schneider, Woodville and President McKendree. No 'Nays'. Motion carried 6-0
- PAR. 30 President McKendree stated due to the cancellation of the November 3, 2009 meeting to interview construction manager/owner's representatives for the upcoming addition/remodel project, another date be set.
- PAR. 31 A meeting of the Committee of the Whole was re-scheduled to December
** 15, 2009 at 5:00 P.M in interview construction manager/owner's representatives for the upcoming addition/remodel project.
- PAR. 32 Ms. Swanson was asked to make copies of credentials, recommendations,
** sample questions, references, etc. of all interested firms for trustees to review before the meeting.
- PAR. 33 **POLICY:** President McKendree again suggested Trustee Pickar call a
** Policy Committee meeting to discuss the current Special Leave Policy.
- PAR. 34 **BY-LAWS:** No Report
- PAR. 35 **PUBLIC RELATIONS:** President McKendree read aloud a few of the customer comments received by library staff.
- PAR. 36 **PERSONNEL:** No Report
- PAR. 37 **TRUSTEE EDUCATION:** Ms. Swanson announced an upcoming
** Open Meetings Act/FOIA workshop for Trustees and Directors to be held sometime in January 2010. Ms. Swanson will notify trustees of the date and time.
- PAR. 38 **INSURANCE:** No Report
- PAR. 39 A motion was made by Trustee Pickar, seconded by Trustee Buergel to accept all committee reports as presented. Motion carried by voice vote 6-0.
- PAR. 40 **LIBRARY DIRECTOR'S REPORT:** Ms. Swanson presented her report dated November 10, 2009. All items were previously covered
- PAR. 41 Motion was made by Trustee Pickar, seconded by President McKendree to accept the director's report as presented. Motion carried by voice vote 6-0.
- PAR. 42 **UNFINISHED BUSINESS** No Report
- PAR. 43 **NEW BUSINESS** Ms. Swanson asked for approval to purchase one computer for staff use.

- PAR. 44 Motion was made by Trustee Ceretto, seconded by Trustee Pickar to approve the purchase of one Dell computer in the amount of \$946.28 for staff use as presented. Roll #8 was called. Voting was 'Aye' by Trustees Buergel, Ceretto, Pickar, Schneider, Woodville and President McKendree. No 'Nays'. Motion carried 6-0
- PAR. 45 Ms. Swanson asked for approval for the acceptance of MLS membership conditions and certification compliance for fiscal year 2009-2010.
- PAR. 46 Motion was made by Trustee Pickar, seconded by Trustee Buergel to accept and place on file the MLS membership conditions and certification compliance for fiscal year 2009-2010 as presented. Roll #9 was called. Voting was 'Aye' by Trustees Buergel, Ceretto, Pickar, Schneider, Woodville and President McKendree. No 'Nays'. Motion carried 6-0
- PAR. 47 Ms. Swanson handed out material regarding the new Reciprocal Borrowing Service offered by MLS.
- PAR. 48 All Trustees were encouraged to review the material and come prepared to
** vote on same at the next regular board meeting December 8, 2009.
- PAR. 49 **PUBLIC DISCUSSION:** None
- PAR. 50 Motion was made by Trustee Pickar and Trustee Buergel, seconded by Trustee Schneider to adjourn at 8:52 P.M. Motion carried by voice vote. 6-0

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

APPROVED _____ DATE _____

APPROVED-AMENDED _____ DATE _____

/car ** Denotes follow-up required