

**The Stickney-Forest View Public Library District
Board of Trustees
Minutes of the Board Meeting
November 20, 2013**

The meeting was called to order at 7:00pm by Board President D. Adamczyk. Present at roll call were, President D. Adamczyk, Secretary M. Blatter, Trustees J. Lopez, and L. Valencia. Absent from the meeting were Treasurer S. Hosek, and Trustees C. Dumas and A. Murillo. Present from the Library staff were Director H. Shlah, Assistant Director J. Blazek, and meeting stenographer K. Alba.

Secretary's Minutes:

October 25, 2013 – Regular Board Meeting Minutes: Amended to add Trustee J. Lopez as present.

- D. Adamczyk motioned to amend October 25, 2013 Regular Board Meeting Minutes and L. Valencia seconded the motion.

Roll call results were:

- Aye – J. Lopez, L. Valencia, M. Blatter, and D. Adamczyk
- Nay – None
- Absent – A. Murillo, S. Hosek, and C. Dumas.
- Abstain – None

Secretary's Report/Correspondence:

Director H. Shlah presented correspondence as follows: Compliments were made to the Head of Youth Department Danielle Taylor for new organization of Juvenile collection, as well as to the Monthly Newsletter group. Director H. Shlah has become part of the Cicero/Berwyn Rotary Club. Attorney correspondence was received advising the adoption of a Conceal and Carry Ordinance.

Financial Report:

Treasurer's Report: Questions about new fridge in staff break room addressed.

Revenue & Expense Report: No Discussion

Transaction List by Vendor: No Discussion

Warrants:

Payroll: The Board reviewed payroll from 10/07/13-10/20/2013: pay date 10/25/2013

Check # 19 Direct Deposits

State Disbursement – None

Federal Tax EFT #270369822717504

IL Tax EFT #0791080448

IMRF: EFT #0541801, Ref #35369

Voided Checks – None

Payroll from 10/21/2013-11/03/2013; pay date 11/08/2013

Check #19 Direct Deposits

State Disbursement – None

Federal Tax EFT #270371253511087

IL Tax EFT #0-746-995-968

IMRF: None

Voided Checks – None

Invoices: Invoices were reviewed; the invoices present for payment were:

Checks # LC10041-10042, LC10045-46, LC10077-94, 7 EFT/Debits, 14 Credit Card Transactions, and 8 Petty Cash reimbursements

Check Numbers Not-Approved: #LC10183

Voided Checks - #10140, #10046, #10159, #10165, #10178

Total Amount \$273, 274.70

- D. Adamczyk motioned to pay the invoices and L. Valencia seconded the motion.

Roll call results were:

- Aye – D. Adamczyk, J. Lopez, L. Valencia, and M. Blatter
- Nay – None
- Absent – S. Hosek, A. Murillo, and C. Dumas.
- Abstain – None

Director's Report: In commemoration of the 50th anniversary of John F. Kennedy's assassination, the Library flag will fly at half mast on November 22, 2013. Meeting with Rick McCarthy and Studio SG produced a plethora of ideas for the library's re-design. Compliments were made to Friends of the Library.

Committee Reports: No Discussion.

Trustee A. Murillo joins board meeting at 7:33pm.

Unfinished Business:

Expanded Library Hours Report

Extended report on probable success of expanded hours establishes a lack of sufficient evidence for a complete adoption. A survey of both library patrons and the community may provide approval of both an expanded schedule and the costs such a schedule would require. Mail-out and electronic surveys were considered as possible solutions, as well as direct communication between library staff and visiting patrons. Cross training between departments as well as matching the needs of specific departments at specific hours may reduce staff overload. Discussion regarding the manner in which to survey the community will be shared with the Marketing Committee.

New Business:

Motion to Adopt New Internet/Laptop Lending Policy

- A. Murillo motioned to adopt New Internet Policy and D. Adamczyk seconded the motion.

Roll call results were:

- Aye – J. Lopez, A. Murillo, L. Valencia, M. Blatter, and D. Adamczyk
- Nay- None
- Absent – S. Hosek and C. Dumas.
- Abstain – None

Motion to Adopt Tax Form Policy

- D. Adamczyk motioned to adopt tax form policy and L. Valencia seconded the motion.

Roll call results were:

- Aye - J. Lopez, A. Murillo, L. Valencia, M. Blatter, and D. Adamczyk

- Nay- None
- Absent – S. Hosek and C. Dumas.
- Abstain – None

Motion to Adopt Levy Ordinance FY14-05

- A. Murillo motioned to adopt Levy Ordinance FY14-05 and M. Blatter seconded the motion.

Roll call results were:

- Aye - J. Lopez, A. Murillo, L. Valencia, M. Blatter, and D. Adamczyk
- Nay- None
- Absent – S. Hosek and C. Dumas.
- Abstain – None

Motion to Adopt Conceal and Carry Ordinance FY14-06

- D. Adamczyk motioned to adopt Conceal and Carry Ordinance FY14-06 and L. Valencia seconded the motion.

Roll call results were:

- Aye - J. Lopez, A. Murillo, L. Valencia, M. Blatter, and D. Adamczyk
- Nay- None
- Absent – S. Hosek and C. Dumas.
- Abstain – None

Other Business: SEDAC Report has been completed and submitted. HVAC incentives have been approved.

Meeting between Director H. Shlah and Board Trustees will be set to further discussion.

Having no further business, the meeting was adjourned at 8:35pm.

Respectfully Submitted,

Marjorie Blatter, Secretary