

Stickney-Forest View Public Library District
Minutes of the General Meeting of the Stickney-Forest View Public Library District Board of Trustees
February 26, 2014

The meeting was called to order at 7:06 pm by Board President D. Adamczyk. Present at roll call were Board President D. Adamczyk, Secretary M. Blatter, Treasurer S. Hosek, and Trustees C. Dumas, J. Lopez and A. Murillo. Trustee L. Valencia entered the meeting at 7:17 PM. Present from the Library staff were Director H. Shlah, Assistant Director J. Blazek and meeting stenographer J. Mueller.

Secretary's Minutes:

January 22, 2014 – Regular Board Meeting Minutes: Tabled for amendments/corrections at the March 26th general meeting.

Secretary's Report/Correspondence:

Director H. Shlah presented correspondence as follows: A letter from Illinois State Library for approval of the Back 2 Books Grant in the amount of \$3,500 submitted by V. Austen to fund a STEM garden Youth Services project. The FY14 Per-Capita Grant was approved and awarded in the amount of \$13,015. Sahs School 8th grade graduating class of 2014 requested a donation for their annual dinner dance. Rainbow Animal Assistance Therapy thanked the Library for our generous donation. H. Shlah read a thank you note from the employee who benefited from the Board approved tuition reimbursement. Sahs School and the Library will be partnering to provide programs for students during the summer. Friends of Mayor Deborah Morelli sent an invitation to her fundraising event.

Financial Report:

Treasurer's report: None

Revenue & Expense Report: None

Transaction List by Vendor: None

Warrants:

Payroll: The Board reviewed payroll from 1/13/14-1/26/14: pay date 1/31/14

Check # 19 Direct Deposits

State Disbursement- None

Federal Tax EFT #270443132640974

IL Tax EFT #0-417-518-848

IMRF: EFT# 0541801 Ref# 35264

Voided Checks – None

Payroll from 1/27/14-2/9/14: pay date 2/14/14

Check # 19 Direct Deposits

State Disbursement: None

Federal Tax EFT #27044454253222

IL Tax EFT #1-108-749-568

IMRF- None

Voided Checks-None

- C. Dumas motioned to pay payroll, and S. Hosek seconded the motion.

Roll call results were:

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

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

Checks # LC 10296-10344, 8 EFTs, 15 Debit Card and 3 Petty Cash

Voided Checks- None

Total Amount \$47,260.39

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

Roll call results were:

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

Department Reports:

Director's Report- H. Shlah announced that the Head of Technical Services has scheduled his Microsoft Certification Test. The services of IT savvy's Managed Care are no longer required. On February 13 H. Shlah hosted the Director's zone meeting.

Tech report – M. Arellano, Head of Technical Services is working on a Technology Plan that will be part of the overall strategic plan for the Library.

Committee Reports: None

Unfinished Business:

Hours expansion:

Expanded Library Hours Report/Community Survey Options: Assistant Director J. Blazek reported that public surveys are currently being conducted and will continue to be available until April.

Motion to adopt Trustee Bylaws.

- M. Blatter motioned to accept the amended Trustee Bylaws as presented, and D. Adamczyk seconded the motion.

Roll call results were:

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

New Business

Motion to adopt Resolution FY14-06 – Authorizing transfer of funds from Corporate Funds to IMRF to increase funding ratio.

- D. Adamczyk motioned to adopt Resolution FY14-06, and S. Hosek seconded the motion.

Roll call results were:

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

Motion to adopt Circulation Policies.

- L. Valencia motioned to adopt the Circulation Policy, and C. Dumas seconded the motion.

Roll call results were:

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

Motion to adopt the Gifts and Donation Policy.

- D. Adamczyk motioned to adopt Gifts and Donation Policy, and L. Valencia seconded the motion.

Roll call results were:

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

Motion to adopt/review the Financial Policy.

- M. Blatter motioned to adopt Financial Policy, and C. Dumas seconded the motion.

Roll call results were:

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

Motion to adopt the Notary Policy.

- C. Dumas motioned to adopt Notary Policy, and L. Valencia seconded the motion.

Roll call results were:

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

Motion to adopt the Unattended Children Policy.

- A. Murillo motioned to adopt Unattended Children Policy, and J. Lopez seconded the motion.

Roll call results were:

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

Motion to adopt the Teen Space Usage Policy.

- M. Blatter motioned to adopt Teen Space Usage Policy, and C. Dumas seconded the motion.

Roll call results were:

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

Other Business: None

Having no further business the meeting was adjourned at 8:22 PM.

Respectfully Submitted,

Marjorie Blatter, Secretary