

Stickney-Forest View Public Library District
Board of Trustees
Minutes of the Board Meeting
October 23, 2013

The meeting was called to order at 7:05 pm by Board President D. Adamczyk. Present at roll call were, President D. Adamczyk, Secretary M. Blatter, Treasurer S. Hosek, Trustee C. Dumas, Trustee A. Murillo, Trustee J. Lopez and Trustee L. Valencia. No one was absent from the meeting. Present from the Library staff were Director H. Shlah, Assistant Director J. Blazek and meeting stenographer J. Mueller.

Secretary's Minutes:

September 25, 2013 – Regular Board Meeting Minutes: Accepted with no corrections and filed for audit.

Secretary's Report/Correspondence:

Director H. Shlah presented correspondence as follows: Kat Tigges , Teen Librarian has been offered a position as editor for a Graphic Novel blog site called *No Flying No Tights*. Also, Verna Austen, Youth Services Assistant presented a program on job creation strategies at ILA. The Lions Club of Stickney donated \$51 in memory of Jason Bruscato, which was already earmarked for and expenditure in our new Young Adult Department. Friends of the Library donated \$287 for the upcoming Santa Clause event on December 18th. Jewel donated apple cider worth approximately \$40 and Dunkin' Donuts donated the donuts for Haunted Chicago program. Nine staff members were given flu shots and were given rewards of target gift cards. There was a patron complaint regarding the malfunctioning middle blind in the main room.

Financial Report:

Treasurer's report: No Discussion.

Revenue & Expense Report: No Discussion.

Transaction List by Vendor: No Discussion.

Warrants:

Payroll: The Board reviewed payroll from 09/09/13-09/22/13: pay date 09/27/13

Check # 19 Direct Deposits

State Disbursement- None

Federal Tax EFT #2703670220307805

IL Tax EFT #1903218176

IMRF: EFT# None

Voided Checks – None

Payroll from 09/23/13-10/06/13: pay date 10/11/13

Check # 10098-10116
State Disbursement: None
Federal Tax EFT #270368414379567
IL Tax EFT #0295849472
IMRF- EFT #0541801 Ref #11321
Voided Checks-None

- C. Dumas motioned to pay payroll and D. Adamczyk seconded the motion.

Roll call results were:

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

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

Checks # LC10080-10092, 10095-10098, 10117-10139, 10143-10144, 20 EFT/Debits and 4 Petty Cash reimbursements.

Voided Checks-LC10071 (returned item), LC10093-LC10094 (Errors)

Total Amount \$33,045.52

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

Roll call results were:

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

Department Reports:

Director's Report- No Discussion.

Committee Reports:

Building and Grounds Committee HVAC update detailed the three options we have for replacing two furnaces and two air-conditioning units: first being high efficiency models which will move the Library towards a going green strategy, but costs of retrofitting may be prohibitive. A second option would be replacement with standard units for approximately half the price. Lastly, the Library can just replace the air conditioner unit that is broken. Either way, we will need to look into fixing our ventilation issues. A temporary mobile air unit to cool the server is now in place whilst we make a well informed decision. The project is out for bid for both types of replacement and two units. The committee will continue to meet, we will continue to obtain bids and work on grants.

Unfinished Business: None

New Business

Preliminary Audit Report: The audit went well, and we have cleared any and all concerns and comments. The auditor will be here in December to discuss the final audit report.

New Hours Analysis: Assistant Director, Jesse Blazek presented a report for Trustee consideration on the implications of increasing Library hours. Discussions will continue on this topic.

Motion to accept FY14 Per-capita Grant

- C. Dumas motioned to accept FY14 Per-capita Grant and D. Adamczyk seconded the motion.

Roll call results were:

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

Motion to adopt Policy Review Cycle

- S. Hosek motioned to adopt the Policy Review Cycle and L. Valencia seconded the motion.

Roll call results were:

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

Motion to adopt Fundraising Community Steering Committee: A group of community leaders will make up this steering committee.

- D. Adamczyk motioned to create Fundraising Community Steering Committee and L. Valencia seconded the motion.

Roll call results were:

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

Motion to adjourn general meeting and go into closed session to discuss ILCS 820 Employee Review

- D. Adamczyk motioned to go into closed session and S. Hosek seconded the motion.

Roll call results were:

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

- Abstain- None

Closed session was called to order at 8:22pm

Motion to adjourn closed session and reconvene regular general meeting at 9:33pm

- M. Blatter motioned to raise Director H. Shlah's salary to \$60,500 and D. Adamczyk seconded the motion.

Roll call results were:

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

Other Business:

Tax season is coming up and the IRS is sending a limited supply of forms. Plans are being made for staff to facilitate patrons in their quest for forms online.

Having no further business the meeting was adjourned at 9:53 PM.

Respectfully Submitted,

Marjorie Blatter, Secretary