

**Stickney-Forest View Public Library District  
General Meeting of the Board of Trustees  
February 27, 2019**

ORIGINAL

The meeting was called to order at 7:00 pm by Pro Tem Board President M. Blatter. Present at roll call were Trustee A. Murillo, Trustees J. Lopez, Trustee H. Garza and Trustee E. Bartunek. President E. Montiel and Treasurer S. Hosek were absent and excused from the meeting.

Present from the Library staff were Director H. Shlah and meeting stenographer J. Chávez Buchanan.

**Secretary's Minutes:**

January 23, 2019 – General Board Meeting Minutes and Emergency Meeting Minutes from February 12, 2019 were accepted with no corrections and filed for audit.

**Comments for the Public:**

None

**Secretary's Report/Correspondence:**

K. Alba (former employee) purchased coffee for the staff.

The Illinois Library Association membership was renewed.

A letter was received from M. Ritzman the library attorney, regarding The Amendment to The Illinois Prevailing Wage Act effective June 1, 2019.

The Library received verification of E-Rate funding in the amount of \$36,000.

A letter was received addressed to the Board of Trustees from J. Hill. The letter stated the SFV Friends of the Library needs to be revamped. "The SFVPL needs better and more active friends of the library group."

The Library received the 2017 Statement of Filing from the Clerk of Cook County.

G. Fitzgerald attended the Legislative Breakfast at Aging Care Connections workshop.

The Library received the closing documents from the entry way rebuild project.

The digitalization project is going well. The library received a grant of \$7,520 to fund the local history preservation initiative.

G. Medina (a patron) requested a meeting with Director H. Shlah. Her concerns were regarding D. Stack (a patron who had recently passed away.) She felt that the harassment that Mr. Stack received at the library may have contributed to his demise. Her criticism was accepted by Director H. Shlah, and all staff was reminded about the importance of kindness when dealing with some of our more challenging patrons. The Library Board insisted that the police are notified if there are any future issues with this patron.

#### **Financial Report:**

**Treasurer's Report (January):** Accepted as presented

**Profit and Loss Report (January):** Accepted as presented

**Transaction List (January):** Accepted as presented

#### **Warrants:**

**Payroll:** The Board reviewed payroll from 1/7/19-1/20/19: pay date 1/25/19

Check # 20 Direct Deposits

Federal Tax EFT # Filed by Paylocity

IL Tax EFT # Filed by Paylocity

IMRF: None

Voided Checks – None

**Payroll:** The Board reviewed payroll from 1/21/19-2/3/19: pay date 2/2/19

Check # 20 Direct Deposits

Federal Tax EFT # Filed by Paylocity

IL Tax EFT # Filed by Paylocity

IMRF: EFT #: 0541801 Ref. #: 81658

Voided Checks – None

**Payroll:** The Board reviewed payroll from 2/4/19-2/17/19: pay date 2/22/19

Check # 20 Direct Deposits

Federal Tax EFT # Filed by Paylocity

IL Tax EFT # Filed by Paylocity

IMRF: None

Voided Checks – None

- Trustee A. Murillo motioned to pay payroll and Trustee E. Bartunek seconded the motion.

Roll call results were:

- Aye- M. Blatter, A. Murillo, J. Lopez, H. Garza and E. Bartunek
- Nay- None
- Absent- E. Montiel and S. Hosek
- Abstain- None

**Invoices:** Invoices were reviewed and the invoices presented for payment were:  
Checks # LC 13030-13061, 2 EFTS's, 0 Debit/Credit Card Transactions and 1 Petty Cash  
Total Amount \$110,060.83

- Trustee A. Murillo motioned to pay the invoices and Trustee H. Garza seconded the motion.

Roll call results were:

- Aye- M. Blatter, A. Murillo, J. Lopez, H. Garza and E. Bartunek
- Nay- None
- Absent- E. Montiel and S. Hosek
- Abstain- None

**Department Reports:**

Accepted as presented

**Director's Report-**

Accepted as presented

**Committee Reports:**

Website Committee - None

Marketing Committee - None

**Unfinished Business:**

- a. **Meeting Room Policy - Revision (Approve) (Action)**

Trustee A. Murillo motioned to approve the Meeting Room Policy revisions and Trustee H. Garza seconded the motion.

Roll call results were:

- Aye- M. Blatter, A. Murillo, J. Lopez, H. Garza and E. Bartunek
- Nay- None
- Absent- E. Montiel and S. Hosek
- Abstain- None

**b. Employee Vacation Policy – Revision (Approve) (Action)**

Secretary M. Blatter motioned to approve the Employee Vacation Policy revisions and Trustee E. Bartunek seconded the motion.

Roll call results were:

- Aye- M. Blatter, A. Murillo, J. Lopez, H. Garza and E. Bartunek
- Nay- None
- Absent- E. Montiel and S. Hosek
- Abstain- None

**c. Trustee Bylaws – Trustee Murillo Revision Request (Approve) (Action)**

Trustee A. Murillo motioned to approve the Trustee Bylaws and Secretary M. Blatter seconded the motion.

Roll call results were:

- Aye- M. Blatter, A. Murillo, J. Lopez, H. Garza and E. Bartunek
- Nay- None
- Absent- E. Montiel and S. Hosek
- Abstain- None

**New Business:**

**a. Snow Removal Contract – Discussion (Approve) (Action)**

The board discussed snow removal contract. The board recommended obtaining 3 proposals.

**b. Exam Proctoring Policy (Approve) (Action)**

Trustee A. Murillo motioned to approve the Exam Proctoring Policy and Trustee H. Garza seconded the motion.

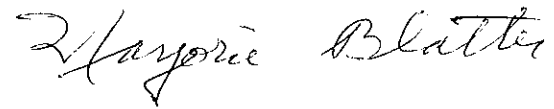
Roll call results were:

- Aye- M. Blatter, A. Murillo, J. Lopez, H. Garza and E. Bartunek
- Nay- None
- Absent- E. Montiel and S. Hosek

- Abstain- None

Having no further business the meeting was adjourned at 8:18 PM.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Marjorie Blatter". The signature is written in black ink and is positioned above the printed name.

Marjorie Blatter, Secretary