

Stickney-Forest View Public Library District  
General Meeting of the Board of Trustees  
May 22, 2019

ORIGINAL

The meeting was called to order at 7:00 pm pro tem Board President M. Blatter. Present at roll call were Treasurer S. Hosek, Trustee J. Lopez, Trustee E. Bartunek, Trustee N. Dzolic and Trustee S. Jahiri. President E. Montiel, Trustee A. Murillo and H. Garza was absent from the meeting.

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

**Secretary's Minutes:**

April 24, 2019 – General Board Meeting Minutes: Accepted with no corrections and filed for audit.

**Comments for the Public:**

A representative from the Stickney Soccer program spoke and thanked the Library for the invitation to participated in the Summer Reading Block Party. They expressed their appreciation for all the services they Library offer.

**Secretary's Report/Correspondence:**

Congratulations to the newly elected Trustee E. Bartunek, N Dzolic and S. Jahiri

The Library received a quote from L. Arabram for the basement flooring at an amount of \$1,600.00 plus materials.

The Library received a letter from the Department of Treasury Internal Revenue Services. The letter indicated that our tax exempt status was not revoked and that they had made a mistake.

The Library received a letter from the Village of Stickney granting a permit to block the streets for this year's Summer Reading Block Party.

The Library received a letter from the Illinois State Library. As a reminder that public Library districts are statutorily required to inform the State Librarian of board member changes and vacancies within sixty days.

D. Taylor Head of Youth/Teen/Outreach attended the Health Resource Fair Panel and received several compliments on the Library staff and services. She expressed her gratitude to her staff on all their hard work.

The Library received a letter from the Secretary of State regarding the constitutionally-mandated national Census on April 1, 2020. The Secretary of State encourages full census participation.

The Library received funding commitment decision letter from E-Rate for \$29,194.88 funding year.

**Financial Report:**

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

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

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

**Warrants:**

**Payroll:** The Board reviewed payroll from 4/15/19-4/28/19: pay date 5/3/19

Check # 19 Direct Deposits

Federal Tax EFT # Filed by Paylocity

IL Tax EFT # Filed by Paylocity

IMRF: EFT #: 0541801 Ref. #: 61334

Voided Checks – None

**Payroll:** The Board reviewed payroll from 4/29/19-5/12/19: pay date 5/17/19

Check # 19 Direct Deposits

Federal Tax EFT # Filed by Paylocity

IL Tax EFT # Filed by Paylocity

IMRF: None

Voided Checks – None

- Treasurer S. Hosek motioned to pay payroll and Trustee J. Lopez seconded the motion.

Roll call results were:

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

**Invoices:** Invoices were reviewed and the invoices presented for payment were:  
Checks # LC 13131-13178, 1 EFTS's, 10 Debit/Credit Card Transactions and 1 Petty Cash  
Total Amount \$53,894.33

- Treasurer S. Hosek motioned to pay the invoices and Trustee J. Lopez seconded the motion.

Roll call results were:

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

**Department Reports:**

Accepted as presented

**Director's Report-**

The Levy edit report was reviewed and filed. Equalization Access Valuation (EAV) did not change. The Library will need to keep a close eye on the lost rate.

The Library received the Standard & Poor's rating review. The rates slipped down a bit because of the renovation.

The Library held its Staff Institute day on May 17<sup>th</sup>. The topic of discussion was Arranging Time Professional Development.

The operating budget for the new fiscal year will need to be handled by the new director

Also in your board packet is a tentative salary projection for the new fiscal year.

G. Fitzgerald would like to thank the Board for their support. She received a grade "B" in her class.

H. Shlah expressed her pleasure in serving the Stickney-Forest View Public Library.

M. Arellano will handle E-Rate going forward.

**Committee Reports:**

None

**Unfinished Business:**

**a. Appointment of Interim Director – No Action/Tabled**

The Board decided to hold a special meeting on May 28<sup>th</sup> at 6pm to interview potential candidates for the Director position.

**b. Negotiation of FY20 Employee Salaries – No Action/Tabled**

Tabled

**c. Presentation of the FY20 Tentative Operation Budget (Discussion) – No Action/Tabled**

Tabled

**New Business:**

**a. Approval of Ordinance FY19-04 to accept the resignation of President E. Montiel in absentia (Approve) (Action)**

Secretary M. Blatter motioned to accept the resignation of President E. Montiel in absentia and Treasurer S. Hosek seconded the motion.

Roll call results were:

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

**b. Oath of Office for new Trustees – administered by Secretary, M. Blatter**

The Oath of Office for new Trustees E. Bartunek, N. Dzolic and S. Jahiri was administered by Secretary, M. Blatter.

**c. Selection/appointment for the Trustee positions of President, Vice President, Secretary and Treasurer of the Library Board of Trustees (Voice Vote) (Action)**

E. Bartunek was appointed President  
N. Dzolic was appointed Treasurer  
M. Blatter was appointed Secretary

**d. Approval of Resolution FY19-02 Staff Travel expense (Action- approve roll Call)**

Trustee J. Lopez motioned to approve FY19-02 Staff Travel expense and Treasurer N. Dzolic seconded the motion.

Roll call results were:

- Aye- M. Blatter, S. Hosek, J. Lopez, E. Bartunek, N. Dzolic and S. Jahiri
- Nay- None
- Absent- None
- Abstain- None

**e. Investment Policy (Approve) (Action)**

Trustee J. Lopez motioned to approve Investment Policy and Trustee S. Hosek seconded the motion.

Roll call results were:

- Aye- M. Blatter, S. Hosek, J. Lopez, E. Bartunek, N. Dzolic and S. Jahiri
- Nay- None
- Absent- None
- Abstain- None

**f. Adoption of FY 2020 Board Meeting Schedule (Action- Approve)**

Secretary M. Blatter motioned to adopt FY 2020 Board Meeting Schedule (with a change in start time for the summer months June, July and August at 6pm.) and Treasurer N. Dzolic seconded the motion.

Roll call results were:

- Aye- M. Blatter, J. Lopez, E. Bartunek, N. Dzolic and S. Jahiri
- Nay- S. Hosek
- Absent- None
- Abstain- None

**g. Retain legal counsel services of Del Galdo Law Group LLC to advise the Library Board of legal aspects of Board business and decisions pursuant to 75 ILCS 16/30 – 55-35. (Approve) (Action)**

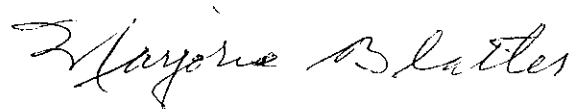
Treasurer N. Dzolic motioned to retain legal counsel services of Del Galdo Group LLC to advise the Library Board of legal aspects of Board business and decisions pursuant to 75 ILCS 16/30 – 55-35 and Trustee S. Jahiri seconded the motion.

Roll call results were:

- Aye- J. Lopez, E. Bartunek, N. Dzolic and S. Jahiri
- Nay- S. Hosek and M. Blatter
- Absent- None
- Abstain- None

Having no further business the meeting was adjourned at 8:30 PM.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Marjorie Blatter".

Marjorie Blatter, Secretary