

**Stickney-Forest View Public Library District  
General Meeting of the Board of Trustees  
August 24, 2016**

**ORIGINAL**

The meeting was called to order at 7:01 pm by Board President D. Morrison. Present at roll call were, Secretary M. Blatter, Trustee J. Lopez and Trustee Montiel. Treasurer S. Hosek and Trustee A. Murillo were absent from the meeting.

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

Present from the public were Village of Stickney Trustee, Mitch Milenkovic and Jeffrey Walik

**Secretary's Minutes:**

May 25, 2015 and the Emergency Meeting May 26, 2016, no minutes for Regular Meeting June 22<sup>nd</sup> and July 27<sup>th</sup> 2016 due to lack of Quorum – Regular Board Meeting Minutes and Emergency Meeting Minutes: Accepted with no corrections, and filed for audit.

**Comments for the Public:**

Trustee Milenkovic would like to thank Information Services/Reader's Advisory Librarian S. Reppe for the help with research and projects. He congratulated the Board on their Library staff.

**Secretary's Report/Correspondence:**

The children in Youth Services presented K. Schultz and G. Fitzgerald with a thank you booklet with pictures that they had created.

The official statement for referendum was received.

The bid for the renovation furniture and shelving came in below the construction budget.

Standard Bank has merged with First Midwest Bank.

The Library donated 1700 books to the Peoples Resource Center.

The Library received a thank you letter and a monetary donation of \$100 in the memory of Chris Dumas, former Trustee. Low vision, high tech readers were purchased with the donation.

A local family sent over food/treats to the staff as a thank you for all their hard work.

The Library received a thank you note for the flowers sent in memory of Viola Burcheli.

The Board received a formal resignation letter from Trustee Leticia Valencia.

**Financial Report:**

**Treasurer's report (May, June and July):** Accepted as presented

**Profit and Loss Report (May, June and July):** Accepted as presented

**Transaction List (May, June and July):** Accepted as presented

**Warrants:**

**Payroll:** The Board reviewed payroll from 5/16/16-5/29/16: pay date 6/3/16

Check # 19 Direct Deposits

Federal Tax EFT # Filed by Paylocity

IL Tax EFT # Filed by Paylocity

IMRF: EFT #0541801 Ref. #15283

Voided Checks – None

**Payroll:** The Board reviewed payroll from 5/30/16-6/12/16: pay date 6/17/16

Check # 20 Direct Deposits and 1 Check (#10012)

Federal Tax EFT # Filed by Paylocity

IL Tax EFT # Filed by Paylocity

IMRF: None

Voided Checks – None

**Payroll:** The Board reviewed payroll from 6/13/16-6/26/16: pay date 7/1/16

Check # 20 Direct Deposits and 1 Check (#10013)

Federal Tax EFT # Filed by Paylocity

IL Tax EFT # Filed by Paylocity

IMRF: Ref. #: 65570 - EFT #: 0541801

Voided Checks – None

**Payroll:** The Board reviewed payroll from 6/27/16-7/10/16: pay date 7/15/16

Check # 20 Direct Deposits and 1 Check (#10014)

Federal Tax EFT # Filed by Paylocity

IL Tax EFT # Filed by Paylocity

IMRF: None

Voided Checks – None

**Payroll:** The Board reviewed payroll from 7/11/16-7/24/16: pay date 7/29/16

Check # 20 Direct Deposits and 1 Check (#10015)

Federal Tax EFT # Filed by Paylocity

IL Tax EFT # Filed by Paylocity

IMRF: Ref. #: 92937 – EFT#: 0541801

Voided Checks – None

**Payroll:** The Board reviewed payroll from 7/25/16-8/7/16: pay date 8/12/16

Check # 19 Direct Deposits

Federal Tax EFT # Filed by Paylocity

IL Tax EFT # Filed by Paylocity

IMRF: None

Voided Checks – None

- Trustee J. Lopez motioned to pay payroll and Trustee E. Montiel seconded the motion.

Roll call results were:

- Aye- D. Morrison, M. Blatter, J. Lopez and E. Montiel
- Nay- None
- Absent- S. Hosek, A. Murillo
- Abstain- None

**Invoices:** Invoices were reviewed and the invoices presented for payment were:

Checks # LC 11620-11659, 4 EFTS's, 5 Debit/Credit Card Transactions and 0 Petty Cash

Total Amount \$46,133.30

**Invoices:** Invoices were reviewed and the invoices presented for payment were:

Checks # LC 11660-11710, 6 EFTS's, 3 Debit/Credit Card Transactions and 1 Petty Cash

Total Amount \$62,153.20

**Invoices:** Invoices were reviewed and the invoices presented for payment were:

Checks # LC 11711-11754, 4 EFTS's, 3 Debit/Credit Card Transactions and 1 Petty Cash

Total Amount \$41,933.59

- Trustee E. Montiel motioned to pay the invoices and President D. Morrison seconded the motion.

Roll call results were:

- Aye- D. Morrison, M. Blatter, J. Lopez and E. Montiel
- Nay- None
- Absent- S. Hosek, A. Murillo
- Abstain- None

**Department Reports:**

Accepted as presented

**Director's Report-**

Accepted as presented

**Committee Reports:**

None

**Unfinished Business:**

**a. Food in the Library Policy (Action – Adopt)**

Treasurer M. Blatter motioned to adopt the Food in the Library Policy and President D. Morrison seconded the motion.

Roll call results were:

- Aye- D. Morrison, M. Blatter, J. Lopez and E. Montiel
- Nay- None
- Absent- S. Hosek, A. Murillo
- Abstain- None

**b. Approval of FY17 Operating Budget (Action – Adopt)**

President D. Morrison motioned to Adopt FY17 Operating Budget and Trustee D. Montiel seconded the motion.

Roll call results were:

- Aye- D. Morrison, M. Blatter, J. Lopez and E. Montiel
- Nay- None
- Absent- S. Hosek, A. Murillo
- Abstain- None

**New Business:**

**a. Disbursement of Surplus Property Policy (Action – Adopt)**

Treasurer M. Blatter motioned to adopt the Disbursement of Surplus Property Policy and President D. Morrison seconded the motion.

Roll call results were:

- Aye- D. Morrison, M. Blatter, J. Lopez and E. Montiel
  - Nay- None
  - Absent- S. Hosek, A. Murillo
- Abstain- None

**b. Construction Spending Policy (Action – Adopt)**

The Construction Spending Policy has been tabled for the next regular board meeting.

Roll call results were:

- Aye- D. Morrison, M. Blatter, J. Lopez and E. Montiel
  - Nay- None
  - Absent- S. Hosek, A. Murillo
- Abstain- None

**c. Motion to adopt Surveillance Camera Policy (Action – Adopt)**

President D. Morrison motioned to adopt the Surveillance Camera Policy and Treasurer M. Blatter seconded the motion.

Roll call results were:

- Aye- D. Morrison, M. Blatter, J. Lopez and E. Montiel
  - Nay- None
  - Absent- S. Hosek, A. Murillo
- Abstain- None

**d. Motion to adopt Resolution FY 17-01 Prevailing Wage (Action – Adopt)**

The Resolution FY17-01 Prevailing Wage was previously approved.

**e. Motion to adopt Resolution FY 17-02 Accepting the resignation of Trustee Leticia Valencia (Action – Adopt)**

Treasurer M. Blatter motioned to Adopt Resolution FY17-02 Accepting the resignation of Trustee Leticia Valencia and President D. Morrison seconded the motion.

Roll call results were:

- Aye- D. Morrison, M. Blatter, J. Lopez and E. Montiel
- Nay- None
- Absent- S. Hosek, A. Murillo

Abstain- None

**f. Motion to adopt Ordinance FY 17-01.02% Building Maintenance Tax (Action – Adopt)**

Treasurer M. Blatter motioned to Adopt Ordinance FY17-01.02% Building Maintenance Tax and Trustee J. Lopez seconded the motion.

Roll call results were:

- Aye- D. Morrison, M. Blatter, J. Lopez and E. Montiel
  - Nay- None
  - Absent- S. Hosek, A. Murillo
- Abstain- None

**g. Motion to adopt Ordinance FY 17-02 Budget and Appropriation (Action – Adopt)**

Ordinance FY17-02 Budget and Appropriation has been tabled to the next regular board meeting.

Roll call results were:

- Aye- D. Morrison, M. Blatter, J. Lopez and E. Montiel
  - Nay- None
  - Absent- S. Hosek, A. Murillo
- Abstain- None

**h. Motion to Approve FY 17 Board Meeting Schedule (Action – Approve)**

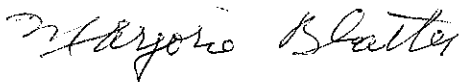
Treasurer M. Blatter motioned to Approve FY 17 Board Meeting Schedule and President D. Morrison seconded the motion.

Roll call results were:

- Aye- D. Morrison, M. Blatter, J. Lopez and E. Montiel
  - Nay- None
  - Absent- S. Hosek, A. Murillo
- Abstain- None

Having no further business the meeting was adjourned at 7:49 PM.

Respectfully Submitted,



Marjorie Blatter, Secretary