

**Stickney-Forest View Public Library District
General Meeting of the Board of Trustees
January 23, 2019**

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

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

Audit Presentation – Brain D. Lefevre – Sikich LLP

Presentation of the FY18 Annual Financial Report

Secretary's Minutes:

December 12, 2018 – General Board Meeting Minutes: Accepted with no corrections and filed for audit.

Comments for the Public:

None

Secretary's Report/Correspondence:

The Youth Services Department received thank you cards from the children.

The Library received a thank you note from an employee expressing gratitude for receiving tuition reimbursement.

The Library received a thank you letter from a patron for all the services offered.

The Library received a Christmas card from a patron.

St Pius the X sent a note thanking the Library for supporting the Wish Tree Program and this year's food donations.

The Library received a thank you note from a family who was a recipient of Wish Tree gifts.

Treasurer S. Hosek expressed her thanks to the staff that coordinated the Ladies Night event.

Financial Report:

Treasurer's Report (December): Accepted as presented

Profit and Loss Report (December): Accepted as presented

Transaction List (December): Accepted as presented

Warrants:

Payroll: The Board reviewed payroll from 12/10/18-12/23/18: pay date 12/28/18

Check # 21 Direct Deposits

Federal Tax EFT # Filed by Paylocity

IL Tax EFT # Filed by Paylocity

IMRF: EFT #: 1801, Ref. #: 32100

Voided Checks – None

Payroll: The Board reviewed payroll from 12/24/18-1/6/19: pay date 1/11/19

Check # 22 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 A. Murillo seconded the motion.

Roll call results were:

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

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

Checks # LC 12980-13029, 2 EFTS's, 18 Debit/Credit Card Transactions and 0 Petty Cash

Total Amount \$73,219.43

- Secretary M. Blatter motioned to pay the invoices and Trustee E. Bartunek seconded the motion.

Roll call results were:

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

- Absent- H. Garza
- Abstain- None

Department Reports:

Accepted as presented

Director's Report:

Accepted as presented

Committee Reports:

None

Unfinished Business:

None

New Business:

a. Approval of Resolution FY19-02 Staff Travel expense (Action-Approval Roll Call)

Treasurer S. Hosek motioned to Approve Resolution FY19-02 Staff Travel Expenses and Trustee A. Murillo seconded the motion.

Roll call results were:

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

b. Approval of Meeting Room Policy – Revision (Action - Approve)

The Meeting Room Policy revision was tabled until the next meeting

c. Approval of Vacation Policy - Revision (Approve - Action)

The Vacation Policy revision has been tabled until the next meeting.

d. Trustee Bylaws – Revision request (Approve - Action)

The Trustee Bylaws revision has been tabled until the next meeting.

Motion to enter into Closed Executive Session to discuss employee matters.

Treasurer S. Hosek motioned to convene Closed Executive Session to discuss Employee matters and Trustee A. Murillo seconded the motion.

Roll call results were:

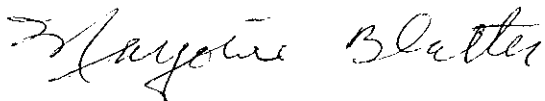
- Aye- E. Montiel, S. Hosek, M. Blatter, A. Murillo, J. Lopez and E. Bartunek
- Nay- None
- Absent- H. Garza
- Abstain- None

Reconvene Regular General Meeting at 8:31pm.

No action was required regarding the Employee matters.

Having no further business the meeting was adjourned at 8:32 PM.

Respectfully Submitted,

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

Marjorie Blatter, Secretary