

**Minutes of the Stickney-Forest View Public Library District
General Meeting of the Stickney-Forest View Board of Trustees
January 22, 2014
Adopted as amended March 26th, 2014**

The meeting was called to order at 7:06 pm by Board President D. Adamczyk. Present at roll call were Board President D. Adamczyk, Treasurer S. Hosek, and Trustees C. Dumas, and A. Murillo. Secretary M. Blatter entered the meeting at 7:21 PM. Trustees L. Valencia and J. Lopez were 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:

December 11, 2013 – Regular Board Meeting Minutes: Accepted with no corrections and filed for audit.

Secretary's Report/Correspondence:

Director H. Shlah presented correspondence as follows: Thank you letters from the St. Pius X Church Family Assistance Ministry for the Library's assistance in the Christmas Giving Tree project and the ongoing support of their food pantry. Various Christmas card wishes were relayed.

Financial Report:

Treasurer's report: The Metropolitan Bank Checking account will be closed and funds will be transferred into General Fund account at Standard Bank and Trust.

Revenue & Expense Report: Donations are starting to come in for this year's summer reading program. Miscellaneous income reflects funds from LIMRICC, SWAN and a refund for insurance after the insurance audit. The Library can expect a refund from Arthur Gallagher to offset new premiums paid to LIRA.

Transaction List by Vendor: Snow removal costs are higher than anticipated due to prolonged bad weather.

Warrants:

Payroll: The Board reviewed payroll from 12/02/13-12/15/13: pay date 12/20/13

Check # 19 Direct Deposits

State Disbursement- None

Federal Tax EFT #270375405248011

IL Tax EFT #1-519-896-832

IMRF: EFT# None

Voided Checks – None

Payroll from 12/16/13-12/29/13: pay date 1/03/14

Check # 20 Direct Deposits
State Disbursement: None
Federal Tax EFT #270440695207323
IL Tax EFT #0-491-16952
IMRF- EFT #0541801 Ref #03511
Voided Checks-None

Payroll from 12/31/13-1/12/14: pay date 1/17/14
Check # 20 Direct Deposits
State Disbursement: None
Federal Tax EFT #270441762558317
IL Tax EFT #0-49220-480-768
IMRF- None
Voided Checks-None

- C. Dumas motioned to pay payroll and S. Hosek seconded the motion.

Roll call results were:

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

Invoices: Invoices were reviewed; the invoices presented for payment were:
Checks # LC 10223-10225, 10227-10282, 10284-10295, 6 EFTs, 13 Debit Card and 4 Petty Cash
Voided Checks- LC1022 &LC10283 (Errors)
Total Amount \$101,790.72

- S. Hosek motioned to pay the invoices and D. Adamczyk seconded the motion.

Roll call results were:

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

Department Reports:

Director's Report- H. Shlah updated the board on the progress of the renovation project. The architects will meet to discuss our project and then they will meet with the Library management team. It was advised that various building issues and code upgrades be addressed as part of the renovation project.

The investigation of the Library's water billing determined that billing was in order.

Grant writing is underway. The Big Read Grant has been assigned to Popular Services Librarian S. Reppe who will be partnering with The Lyons Public Library District.

The Youth Services report highlighted the St. Baldrick's fundraiser for cancer research which will be held in the Library on March 15th. Participation from The Village of Stickney should ensure a successful event and a lot of positive publicity for the Library. The Youth Services Department has begun Spanish language Story Times.

Committee Reports:

Building and Grounds Committee: The HVAC contract has been signed per J. Lopez and the equipment should arrive in 3 to 4 weeks. Once the equipment arrives, the project timeline will be approximately 7 days.

Unfinished Business:

Building Expansion:

Expanded Library Hours Report/Community Survey Options: Assistant Director J. Blazek reported that public surveys will be sent out in early February.

New Business

Motion to adopt Resolution FY14-05 – Authorizing Business Manager, Jeanne Mueller to be a SuperUser with IDES business online (Illinois TaxNet).

- S. Hosek motioned to adopt Resolution FY14-05. D. Adamczyk seconded the motion.

Roll call results were:

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

Motion to adopt Community Bulletin Board Policy.

- S. Hosek motioned to adopt Community Bulletin Board Policy. D. Adamczyk seconded the motion.

Roll call results were:

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

Motion to adopt Relationship with Schools Policy.

- C. Dumas motioned to adopt Relationship with Schools Policy. S. Hosek seconded the motion.

Roll call results were:

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

Motion to adopt Patron Code of Conduct Policy.

- M. Blatter motioned to adopt Patron Code of Conduct Policy. C. Dumas seconded the motion.

Roll call results were:

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

Motion to adopt Trustee Bylaws. (Tabled until next meeting)

Trustee A. Murillo left the meeting at 8:19.

Motion to adopt Trustee Ethics Statement.

- D. Adamczyk motioned to adopt Trustee Ethics Statement. S. Hosek seconded the motion.

Roll call results were:

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

Other Business: H. Shlah has been asked to be on the board for LIRA, and she will attend her first meeting on January 30th

Motion to adjourn general meeting and go into executive closed session to discuss employee compensation/tuition reimbursement.

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

Roll call results were:

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

The Board went into executive closed session at 8:40 PM to discuss a proposal from an employee for tuition reimbursement.

Executive closed session was adjourned and regular general meeting was reconvened at 9:47pm .

Motion to approve the expenditure of a \$1500 stipend for employee tuition reimbursement.

M. Blatter motioned to approve the stipend of \$1500 for employee tuition reimbursement, and D. Adamczyk seconded the motion.

Roll call results were:

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

Having no further business the meeting was adjourned at 9:49PM.

Respectfully Submitted,

Marjorie Blatter, Secretary