

Stickney-Forest View Public Library District
Board of Trustees
Minutes of the Board Meeting
July 31, 2013

Consultant Richard McCarthy from Library Vision Inc., presented his initial plan for the renovation of the Library's main level.

The meeting was called to order at 7:21 pm by Board President D. Adamczyk. Present at roll call were President D. Adamczyk, Secretary M. Blatter, Treasurer S. Hosek, Trustee A. Murillo, Trustee C. Dumas and Trustee J. Lopez. Absent from the meeting was Trustee L. Valencia. Present from the Library staff were Director H. Shlah and meeting stenographer J. Mueller.

Secretary's Minutes:

June 26, 2013 – Regular Board Meeting Minutes: Accepted with no corrections and filed for audit.

Secretary's Report/Correspondence:

Director H. Shlah presented correspondence as follows:

New FOIA act regarding texting library information will affect committees where two people will be considered a quorum. Heather is on the Centennial Family Fest committee at village hall. The Library will be participating in the event. SEDAC will be meeting at the Library on August 1st to evaluate HVAC systems and to provide information on potential energy efficient upgrade grants.

Financial Report:

Treasurer's report: No discussion

Revenue & Expense Report: No discussion

Transaction List by Vendor: No Discussion.

Warrants:

Payroll: The Board reviewed payroll from 06/17/13-06/30/13: pay date 07/05/13

Check # 20 Direct Deposits & CK #9956

State Disbursement- None

Federal Tax EFT #270358633026928

IL Tax EFT #13WDD000742966

IMRF: EFT# 85396

Voided Checks – None

Payroll from 07/01/13-07/14/13: pay date 07/19/13

Check # 20 Direct Deposits & Check #9972

State Disbursement: None

Federal Tax EFT #270360094050351

IL Tax EFT #13WDD00075391

IMRF- None

Voided Checks-none

- C. Dumas motioned to pay payroll and D. Adamczyk seconded the motion.

Roll call results were:

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

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

Checks #LC9954-LC9955, LC9957-LC9966, LC9969-LC9971, LC9973-10000, LC10002-10008, 36 EFT/Debits and 15 Petty Cash reimbursements.

Voided Checks-LC9967-9968 & LC10001

Total Amount \$75,604.31

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

Roll call results were:

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

Department Reports:

Director's Report- Please read over all the Department Heads Reports which demonstrate all the wonderful accomplishments happening throughout the library. Also, included were pictures of the staff.

Department Head Reports:

A lot of compliments on the Adult Summer Reading Closing program with wonderful attendance

Committee Reports:

No reports

Unfinished Business:

Mission Statement: Tabled

New AV furnishings for AV Area: Tabled

Personnel Policy: Changes and suggestions were discussed.

New Business: Budget - FY2014:

- S. Hosek motioned to approve the FY2014 budget and D. Adamczyk seconded the motion.

Roll call results were:

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

Ordinance – FY14-03 Budget and Appropriation Ordinance

- D. Adamczyk motioned to approve the tentative Budget and Appropriation Ordinance FY14-03 and C. Dumas seconded the motion.

Roll call results were:

- Aye- D. Adamczyk , M. Blatter, S. Hosek, J.Lopez, C. Dumas and A. Murillo
- Nay- None
- Absent- L. Valencia
- Abstain- None
- C. Dumas motioned to hold the Budget and Appropriation hearing on August 28th, 2013 for Ordinance FY14-03 and S. Hosek seconded the motion.

Roll call results were:

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

Investment Policy

- M. Blatter motioned to approve the Investment Policy and D. Adamczyk seconded the motion.

Roll call results were:

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

FY14 –Board meeting Dates

- D. Adamczyk motioned to approve the Board Meeting Dates for FY2014 as amended and S. Hosek seconded the motion.

Roll call results were:

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

- Absent- L. Valencia
- Abstain- None

Renovation – Staff/Admin area

- J.Lopez motioned to approve an expenditure of \$17,000 for renovation of staff and administration areas. Trustee A. Murillo seconded the motion.

Roll call results were:

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

Staff Professional Development

- A. Murillo motioned to approve an expenditure of \$4,500 for staff professional development for Microsoft Certification with the condition that funds will be reimbursed if classes are not successfully completed. D. Adamczyk seconded the motion.

Roll call results were:

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

Staff In-Service

- M. Blatter motioned to close the library for a staff in-service on September 13, 2013 and D. Adamczyk seconded the motion.

Roll call results were:

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

Other Business: None

Having no further business the meeting was adjourned at 8:45 PM.

Respectfully Submitted,

Marjorie Blatter, Secretary