

Stickney-Forest View Public Library District
Minutes of the General Meeting of the Board of Trustees
March 26, 2014

The meeting was called to order at 7:01 pm by Board President (pro tem) A. Murillo. Present at roll call were Secretary M. Blatter and Trustees C. Dumas, J. Lopez and A. Murillo. Trustee L. Valencia entered the meeting at 7:14 PM. Board President D. Adamczyk and Treasurer S. Hosek 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:

January 22, 2014 – Regular Board Meeting Minutes: Accepted with no corrections and filed for audit.

February 26, 2014 – Regular Board Meeting Minutes: Accepted with no corrections and filed for audit.

Secretary's Report/Correspondence:

Director H. Shlah presented correspondence as follows: The Library was thanked for the flowers by past Library Board Trustee H. Gab. D. Taylor secured an agreement to have students bused to the Library for Storytimes beginning Monday, June 2 and for the Summer Reading Kick Off on June 7th. Father Anthony from St. Pius X granted permission to use the parking lot and to close off the street from Oak Park Avenue to the St. Pius X parking lot for the Summer Reading Kickoff Block Party. A donation of the historical document of Herbert Maid's personal calendar (former Stickney Township President 1930s) was made to the Library by current Stickney Township Supervisor, Mr. Louis Viverito.

Financial Report:

Treasurer's report: None

Revenue & Expense Report: None

Transaction List by Vendor: None

Warrants:

Payroll: The Board reviewed payroll from 2/10/14-2/23/14: pay date 2/28/14

Check # 20 Direct Deposits

State Disbursement- None

Federal Tax EFT #270445952446797

IL Tax EFT #1-965-538-560

IMRF: EFT # 0541801 Refs# 81816

Voided Checks – None

Payroll from 2/24/14-3/9/14: pay date 3/14/14

Check # 19 Direct Deposits

State Disbursement: None

Federal Tax EFT #270447354325139

IL Tax EFT #2-094-703-360

IMRF- None

Voided Checks-None

- C. Dumas motioned to pay payroll and L. Valencia seconded the motion.

Roll call results were:

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

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

Checks # LC 10345-10382, 5 EFT's, 21 Debit/Credit Card Transactions and 11 Petty Cash

Voided Checks- None

Total Amount \$39,966.08

- L. Valencia motioned to pay the invoices and J. Lopez seconded the motion.

Roll call results were:

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

Department Reports:

Director's Report- the St. Baldrick's Foundation fundraising event went very well. As a result, over \$12,500 was raised for the fight against childhood cancers. This month we boasted our highest circulation numbers for one day on record. M. Arellano successfully completed the first module of Microsoft Certification.

Committee Reports: None

Unfinished Business:

Building Expansion:

Expanded Library Hours Report/Community Survey Options: Assistant Director J. Blazek reported that public surveys are still being conducted. So far seventy-five surveys have been completed.

Motion to amend Teen Space Usage Policy.

- M. Blatter motioned to amend Teen Space Usage Policy as revised; C. Dumas seconded the motion.

Roll call results were:

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

New Business

Motion to adopt Meeting Room Policy.

- C. Dumas motioned to adopt the Meeting Room Policy; L. Valencia seconded the motion.

Roll call results were:

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

Motion to adopt Community Relationships Policy.

- L. Valencia motioned to adopt Community Relationships Policy; A. Murillo seconded the motion.

Roll call results were:

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

Motion to adopt Homework Help Policy.

- L. Valencia motioned to adopt Homework Help Policy; M. Blatter seconded the motion.

Roll call results were:

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

Motion to adopt Community Service Policy. (Tabled)

Motion to change Board Meeting from June 25th to June 18th.

- C. Dumas motioned to change the General Meeting of Library Board of Trustees from June 25th to June 18th; L. Valencia seconded the motion.

Roll call results were:

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

- Abstain- None

Discussion regarding the adoption of an Intergovernmental Agreement to partner with Stickney Township and utilize their Central Stickney Medical Center to provide Library programs and services.

Director H. Shlah and the Library Board of Trustees discussed the issues needing to be considered in this agreement, and The Library Board of Trustees gave Director H. Shlah permission to pursue this endeavor. Discussions will continue.

Motion to Hire Anchor Mechanical for HVAC Service and Maintenance Agreement

- C. Dumas motioned for H. Shlah to sign the HVAC Service and Maintenance Agreement with Anchor Mechanical; L. Valencia seconded the motion.

Roll call results were:

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

Other Business:

Employment or Volunteer Opportunities for relatives of the Library Board of Trustees within the Library.

The Library Board of Trustees discussed and agreed that while relatives may volunteer, the Library's previous personnel policies preclude employment within the Library.

PerCapita requirements for the Library Board of Trustees- Information on collection and resource development standards was provided to the Trustees.

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

Respectfully Submitted,

Marjorie Blatter, Secretary