

Stickney-Forest View Public Library District
Board of Trustees
May 28, 2014

The meeting was called to order at 7:00 pm by Board President D. Adamczyk. Present at roll call were President D. Adamczyk, Treasurer S. Hosek, and Trustees C. Dumas, J. Lopez and A. Murillo. Trustee L. Valencia entered the meeting at 7:04pm. Secretary M. Blatter was 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:

April 23, 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 Stickney Township awarded the Library a \$5,000 grant to purchase mobile technology to use for instructional programming at the Stickney Township Department of Health (central) location. Joseph Tober, a Sahs School Board Trustee, will be teaching a job search class for veterans at both Library program locations. Illinois Democratic State Representatives Elizabeth "Lisa" Hernandez and Salvana Tabaris wrote to confirm attendance at the Library's Annual Block Party Kick Off. The donation from The Stickney Fire Fighter's Association was used to purchase both children's books and adult materials. Employee D. Taylor was given a "Stepping Up" Award from School District 103. The Village of Stickney approved the permit for the Library's Annual Block Party. The Library was not awarded the Dollar General Adult Literacy Grant. Thanks were received from S. Hosek for the flowers. The Library received notification that \$4586.00 will be awarded from The Illinois Department of Commerce for the Library's HVAC upgrade.

Financial Report:

Treasurer's report: Accepted as presented

Revenue & Expense Report & Balance Sheet: Accepted as presented

Transaction List by Vendor/Check Summer: None

Warrants:

Payroll: The Board reviewed payroll from 4/07/14-4/20/14: pay date 4/25/14

Check # 20 Direct Deposits

Federal Tax EFT #270451521768731

IL Tax EFT #0-668-220-160

IMRF: None

Voided Checks – None

Payroll from 4/21/14-5/4/14: pay date 5/9/14

Check # 20 Direct Deposits
Federal Tax EFT #270452941053464
IL Tax EFT #1-599-260-416
IMRF- EFT #0541801 Ref #856728
Voided Checks-None

Payroll from 5/05/14-5/18/14: pay date 5/23/14
Check # 20 Direct Deposits
Federal Tax EFT #270454335329588
IL Tax EFT #0-654-118-656
IMRF- None
Voided Checks-None

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

Roll call results were:

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

Invoices: Invoices were reviewed; the invoices presented for payment were:
Checks # LC 10440-10482, 5 EFT's, 29 Debit/Credit Card Transactions and 10 Petty Cash
Voided Checks- None
Total Amount \$77,990.36

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

Roll call results were:

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

Department Reports:

Director's Report- The successful fundraising efforts of Head of Youth Services D. Taylor were acknowledged.

Committee Reports: Building and Grounds Committee- A discussion regarding Anchor Mechanical, Inc. will be addressed at the next General Meeting of the Library Board of Trustees, and a vote will take place after all legal consult has been reviewed.

Unfinished Business:

Expanded Library Hours Report/Community Survey Options: Assistant Director J. Blazek reported on the survey findings. The survey indicated that 60% of our constituents were interested in increased Saturday hours. Administrators H. Shlah and J. Blazek suggested that the Library test the waters with an additional two hours on Saturday beginning September 1st, 2014.

Motion to adopt Community Service Policy

- S. Hosek motioned to adopt Community Service Policy and D. Adamczyk seconded the motion.

Roll call results were:

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

New Business

Motion to adopt Intergovernmental Agreement to partner with Stickney Township and utilize the Stickney Township Department of Health building – central location to provide Library programs.

- S. Hosek motioned to adopt the **Intergovernmental Agreement** and C. Dumas seconded the motion.

Roll call results were:

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

Motion to adopt Medical Cannabis Policy

- L. Valencia motioned to adopt Medical Cannabis Policy and C. Dumas seconded the motion.

Roll call results were:

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

Motion to adopt Tutoring Policy

- S. Hosek motioned to adopt Tutoring Policy and D. Adamczyk seconded the motion.

Roll call results were:

- Aye- D. Adamczyk, C. Dumas, S. Hosek, J. Lopez, A. Murillo and L. Valencia

- Nay- None
- Absent- M. Blatter
- Abstain- None

Motion to adopt Exhibits and Display Policy

- C. Dumas motioned to adopt Exhibits and Display Policy and S. Hosek seconded the motion.

Roll call results were:

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

Motion to adopt Copy/Fax/Scan Policy

- C. Dumas motioned to adopt Copy/Fax/Scan Policy and D. Adamczyk seconded the motion.

Roll call results were:

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

Motion to adopt Patron Confidentiality Policy

- S. Hosek motioned to adopt Patron Confidentiality Policy and D. Adamczyk seconded the motion.

Roll call results were:

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

Motion to adopt Reference and Reader's Advisory Policy

- L. Valencia motioned to adopt Reference and Reader's Advisory Policy and S. Hosek seconded the motion.

Roll call results were:

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

Motion to adopt Programming Policy

- S. Hosek motioned to adopt the Programming Policy and L. Valencia seconded the motion.

Roll call results were:

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

Motion to adopt Continuing Education Policy

- C. Dumas motioned to adopt the Community Service Policy and L. Valencia seconded the motion.

Roll call results were:

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

Other Business:**Motion to adopt Board Meeting Dates for FY15**

- A. Murillo motioned to adopt Board meeting dates for FY15 and J. Lopez seconded the motion.

Roll call results were:

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

Motion to adopt Engagement contract for Audit by Sikich

- S. Hosek motioned to adopt Engagement contract for Audit by Sikich C. Dumas seconded the motion.

Roll call results were:

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

The Stickney-Forest View Library Board of Trustees went into Executive Closed Session at 8:37 pm to discuss 820ILCS 115/1 Section 2 (C) 1 Employee Compensation.

Executive Closed Session meeting was adjourned, and a motion to reconvene the Regular General Meeting of The Stickney-Forest View Library Board of Trustees was made at 8:47pm by D. Adamczyk and seconded by L. Valencia.

Motion to approve employee salary schedule, as presented

- S. Hosek motioned to approve employee salary schedule, as presented, and D. Adamczyk seconded the motion.

Roll call results were:

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

Having no further business the meeting was adjourned at 8:50 pm.

Respectfully Submitted,

Marjorie Blatter, Secretary