

**Stickney-Forest View Public Library District
General Meeting of the Board of Trustees
July 22, 2020**

In accordance with Governor Pritzker's COVID-19 Executive Order No.16, this meeting was conducted online using a Zoom video conference.

The meeting was called to order at 6:15pm by Board President E. Bartunek. Present at roll call were Treasurer N. Dzolic, Secretary M. Blatter, Trustee S. Jahiri and Trustee R. Villanueva. Trustee S. Hosek connected at 6:17pm.

Present from the Library staff were Director L. Shell and meeting stenographer J. Chávez Buchanan.

Secretary's Minutes:

Treasurer N. Dzolic motioned to approve the June 24, 2020 Regular Board Meeting Minutes and Trustee S. Jahiri seconded the motion. The minutes were approved by voice vote all in favor and file for audit.

Secretary's Report/Correspondence:

The Library received a letter from Cook County Elections regarding participating as early voting site. Do to the limited space at the library and the current pandemic situation the Library has decline participation as an early voting site.

Financial Report:

Treasurer's Report (June): Accepted as presented

Profit and Loss Report (June): Accepted as presented

Balance Sheet (June): Accepted as presented

Transaction List (June): Accepted as presented

Warrants:

Payroll: The Board reviewed payroll from 6/8/20-6/21/20: pay date 6/26/20
Check # 17 Direct Deposits
Federal Tax EFT # Filed by Paylocity
IL Tax EFT # Filed by Paylocity
IMRF: None
Voided Checks – None

Payroll: The Board reviewed payroll from 6/22/20-7/5/20: pay date 7/10/20
Check # 17 Direct Deposits
Federal Tax EFT # Filed by Paylocity
IL Tax EFT # Filed by Paylocity
IMRF: EFT #: 1801 Ref. #: 61575
Voided Checks – None

- Trustee S. Hosek motioned to pay payroll and Treasurer N. Dzolic seconded the motion.

Roll call results were:

- Aye- E. Bartunek, N. Dzolic, M. Blatter, S. Hosek, S. Jahiri and R. Villanueva
- Nay- None
- Absent- None
- Abstain- None

Invoices: Invoices were reviewed and the invoices presented for payment were:
Checks # LC 13613-13637, 4 EFTS's, 10 Debit/Credit Card Transactions and 0 Petty Cash
Total Amount \$40,780.66

- Treasurer N. Dzolic motioned to pay the invoices and Trustee S. Jahiri seconded the motion.

Roll call results were:

- Aye- E. Bartunek, N. Dzolic, M. Blatter, S. Hosek, S. Jahiri and R. Villanueva
- Nay- None
- Absent- None
- Abstain- None

Director's Report-

Accepted as presented

Department Reports:

Accepted as presented

Committee Reports:

None

Unfinished Business:

a. Fraud Prevention Policy

The board tabled the Fraud Prevention Policy.

b. Discussion of Board Vacancy

The board will meet with the potential applicants in the August 26, 2020 regular board meeting.

New Business:

a. Public Facial Covering Policy – Correction/Revision

Treasurer N. Dzolic motioned to approve the revised Public Facial Covering Policy and Trustee S. Jahiri seconded the motion.

Roll call results were:

- Aye- E. Bartunek, N. Dzolic, M. Blatter, S. Hosek, S. Jahiri and R. Villanueva
- Nay- None
- Absent- None
- Abstain- None

b. Approval of Resolution FY21-01 Staff Travel Expenditures

President E. Bartunek motioned to approve Resolution FY21-01 Staff Travel Expenditures and Trustee S. Hosek seconded the motion.

Roll call results were:

- Aye- E. Bartunek, N. Dzolic, M. Blatter, S. Hosek, S. Jahiri and R. Villanueva
- Nay- None
- Absent- None
- Abstain- None

c. Ordinance FY21-01 Building and Maintenance Tax (.02% Special Tax)

Treasurer N. Dzolic motioned to approve the Building and Maintenance Tax (.02% Special Tax) and Trustee S. Jahiri seconded the motion.

Roll call results were:

- Aye- E. Bartunek, N. Dzolic, M. Blatter, S. Hosek, S. Jahiri and R. Villanueva
- Nay- None
- Absent- None
- Abstain- None

d. Approval of Ratification of TBS Printing/Scanning Purchase

Trustee S. Jahiri motioned to approve the Ratification of TBS Printing/Scanning Purchase of scanning system from Today's Business Solutions and President E. Bartunek seconded the motion.

Roll call results were:

- Aye- E. Bartunek, M. Blatter, S. Hosek, S. Jahiri and R. Villanueva
- Nay- N. Dzolic
- Absent- None
- Abstain- None

e. Approval of Tentative Budget for Fiscal Year 2020-2021 for Publication and Scheduling of Budget Hearing

Trustee R. Villanueva motioned to approve the Tentative Budget for Fiscal Year 2020-2021 for Publication and Scheduling of Budget Hearing and President E. Bartunek seconded the motion.

Roll call results were:

- Aye- E. Bartunek, N. Dzolic, M. Blatter, S. Hosek, S. Jahiri and R. Villanueva
- Nay- None
- Absent- None
- Abstain- None

f. Discussion of upcoming Budget & Appropriation process

The Board discussed the upcoming Budget & Appropriation process.

g. Discussion of upcoming audit process

The Board discussed the upcoming Audit process.

Public Comments:

None

Having no further business the meeting was adjourned at 7:20 PM.

Respectfully Submitted,



Marjorie Blatter, Secretary