



STICKNEY FOREST VIEW PUBLIC LIBRARY DISTRICT  
GENERAL MEETING OF THE BOARD OF TRUSTEES MINUTES  
**May 28th, 2025, 6:00pm**

President D. Johnson called the meeting to order at 6:00pm

Roll Call:

**PRESENT:** Treasurer N. Dzolic, Trustee C. Cetrangolo, President D. Johnson, Trustee B. Klouda,  
Secretary A. Hoffmann

**ABSENT:** Vice President E. Montiel

Induction of new officers:

Village Clerk M. Milencovic administered the oath of office to the elected trustees:  
C. Cetrangolo, N. Dzolic, A. Hoffmann and C. Kosinski

President D. Johnson adjourned the induction meeting at 6:06

President D. Johnson called the regular general meeting to order at 6:06pm

Roll Call:

**PRESENT:** Treasurer N. Dzolic, Trustee C. Cetrangolo, President D. Johnson, Trustee B. Klouda,  
Trustee C. Kosinski, Secretary A. Hoffmann

**ABSENT:** Vice President E. Montiel

Consent Agenda -

- a. Approval of the Minutes
  - i. Regular Meeting May 28, 2025
- b. Financial Reports
  - i. Financial Report ( April 2025)
  - ii. Profit and Loss Report (April2025)
  - iii. Balance Sheet (April 2025)
  - iv. Check Summary
  - v. Transaction List/Check Detail Report
  - vi. Warrants
    - 1 Invoice Warrant April 2025 in the amount of \$42,895.81
    - 2 Payroll Warrant 04/25/2025 in the amount of \$20,800.06
    - 3 Payroll Warrant 05/09/2025 in the amount of \$21,436.89
    - 4 Payroll Warrant 05/23/2025 in the amount of \$18,664.26

Secretary A. Hoffman made a motion to accept the consent agenda, Trustee B. Klouda seconded



**Stickney-Forest View**  
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**Roll Call:**

**AYE:** Trustee C. Cetrangolo, Treasurer N. Dzolic, President D. Johnson, Trustee B. Klouda, Trustee C. Kosinski, Secretary A. Hoffmann

**NAY:** NONE

**ABSENT:** Vice President E. Montiel

Treasurer N. Dzolic made a motion to approve the consent agenda, Trustee C. Cetrangolo seconded

**Roll Call:**

**AYE:** Trustee C. Cetrangolo, Treasurer N. Dzolic, President D. Johnson, Trustee B. Klouda, Trustee C. Kosinski, Secretary A. Hoffmann

**NAY:** NONE

**ABSENT:** Vice President E. Montiel

Correspondence- Announcement of retirement of Stickney Township Supervisor Louis Viverito.

Director's Report

- Youth Services painting of mural done and Corey is done painting walls
- New carpet in Youth Services fully installed
- Received Dollar General Grant for \$2,800 that will go towards the Summer Reading program
- Summer Reading Kick-off party this Saturday from 11am-1pm
- Adult Services Librarian S. Jordan has been working with Cyberoptik for the new website rollout- should be done within the next month or 2
- Security Cameras have been ordered and they are working with OSG for IP addresses-out within next month
- Draft Budget should be ready for June meeting

Committee Reports - None

New Business

Approval of employee handbook

- Updated to add an Anti-Nepotism Policy and the Suspension and Disciplinary Action Policy as well as Vacation Time

President D. Johnson made a motion to approve the employee handbook, Treasurer N. Dzolic seconded

**Roll Call:**

**AYE:** Trustee C. Cetrangolo, Treasurer N. Dzolic, President D. Johnson, Trustee B. Klouda, Trustee C. Kosinski, Secretary A. Hoffmann

**NAY:** NONE

**ABSENT:** Vice President E. Montiel



Approval of revised Notary Policy

- Added I9 forms are not to be notarized

Treasurer N. Dzolic made a motion to approve the revised notary policy, Trustee C. Cetrangolo seconded

**Roll Call:**

**AYE:** Trustee C. Cetrangolo, Treasurer N. Dzolic, President D. Johnson, Trustee B. Klouda, Trustee C. Kosinski, Secretary A. Hoffmann

**NAY:** NONE

**ABSENT:** Vice President E. Montiel

Approval of revised Patron Code of Conduct

President D. Johnson made a motion to approve the revised patron code of conduct, Secretary A. Hoffmann seconded

**Roll Call:**

**AYE:** Trustee C. Cetrangolo, Treasurer N. Dzolic, President D. Johnson, Trustee B. Klouda, Trustee C. Kosinski, Secretary A. Hoffmann

**NAY:** NONE

**ABSENT:** Vice President E. Montiel

Strategic Plan

- Sample mission statement posted in staff lounge for staff to vote

President D. Johnson made a motion to close regular meeting to go into closed session, Trustee C. Cetrangolo seconded

**Roll Call:**

**AYE:** Trustee C. Cetrangolo, Treasurer N. Dzolic, President D. Johnson, Trustee B. Klouda, Trustee C. Kosinski, Secretary A. Hoffmann

**NAY:** NONE

**ABSENT:** Vice President E. Montiel

End of regular meeting to go into closed session at 6:39pm

Reconvened from closed session at 6:59pm

President D. Johnson made a motion to approve actions discussed in closed session, Secretary A. Hoffmann seconded

**Roll Call:**

**AYE:** Trustee C. Cetrangolo, Treasurer N. Dzolic, President D. Johnson, Trustee B. Klouda, Trustee C. Kosinski, Secretary A. Hoffmann

**NAY:** NONE

**ABSENT:** Vice President E. Montiel

President D. Johnson adjourned meeting at 7:02pm



**Stickney-Forest View**  
Public Library District

The next meeting of the Library Board of Trustees will be on June 25th, at 6:00 PM

Respectfully submitted  
Annette J. Hoffmann, Secretary

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