

Stickney-Forest View Public Library District
Minutes of the General Meeting of the Library Board of Trustees
December 17, 2014

The meeting was called to order at 7:09 pm by Board President pro tem Trustee J. Lopez. Present at roll call were Secretary M. Blatter, Treasurer S. Hosek, Trustees C. Dumas, Trustee L. Valencia.

Present from the Library staff was Director H. Shlah, Assistant Director J. Blazek and meeting stenographer J. Chavez-Buchanan.

Secretary's Minutes:

November 19, 2014 – Regular Board Meeting Minutes: Accepted with no corrections and filed for audit.

Comments from the Public:

None

The Fiscal Year 2014 Auditor's Report and Management Discussion and Analysis were presented by Auditor Brian LeFevre (Sikich, LLP). The Auditor's comments reflected sound fiscal management, no indication of fraud, and commendations to Library Administration on their effective implementation of policy solutions to address previous years' comments.

Secretary's Report/Correspondence:

Director H. Shlah presented holiday card greetings from the Mayor of Berwyn, Stickney Police Department, Studio GC, Everest Snow Management and Beverly Environmental Inc. Head of Youth Services, D. Taylor received a thank you letter from a family thanking the Youth Services Department for their exceptional work.

Financial Report:

Treasurer's report (November): Accepted as presented

Profit and Loss Report (November): Accepted as presented

Transaction List/Check Detail (November): Accepted as presented

Warrants:

Payroll: The Board reviewed payroll from 11/03/14-11/16/14: pay date 11/21/14

Check # 21 Direct Deposits

Federal Tax EFT #270472533123777

IL Tax EFT #0-893-342-336
IMRF: EFT #0541801 Ref. #33040
Voided Checks – None

Payroll: The Board reviewed payroll from 11/17/14-11/30/14: pay date 12/05/14
Check # 22 Direct Deposits
Federal Tax EFT #270473962050654
IL Tax EFT #0-758-755-968
IMRF: None
Voided Checks – None

- Trustee S. Hosek motioned to pay payroll and Trustee L. Valencia seconded the motion.

Roll call results were:

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

Invoices: Invoices were reviewed and the invoices presented for payment were:
Checks # LC 10757 - 10814, 6 EFTS's, 16 debit/credit card transactions and one petty cash expenditure.

Total Amount \$59,817.43

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

Roll call results were:

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

Department Reports:

Director's Report-

The Library has two new notary publics bringing the total in the building to six. This ensures adequate coverage throughout the hours of operation for this free service. Work is nearing completion on the implementation of the Library's new website. January 16th was booked for a staff institute day.

Department Head Reports were presented.

Committee Reports: None

Unfinished Business:

Administration is currently reviewing all vendor contracts.

New Business:

None

Other Business:

None

Motion to adjourn

Having no further business the meeting was adjourned at 8:12 pm.

Respectfully Submitted,

Marjorie Blatter, Secretary