

Stickney-Forest View Public Library District
Board of Trustees
Minutes of the Board Meeting
April 27, 2011

The meeting was called to order at 7:00 pm by Board President S. Hosek. Present at roll call were President S. Hosek, Secretary M. Blatter, Treasurer L. Santilli, Trustee Jason Bruscato, Trustee D. Adamcyk and Trustee C. Dumas. Present from the Library staff were Staff Liaison, G. Fitzgerald, Library Director, S. Cottonaro, and Meeting Stenographer, R. Richter. Trustee J. Lopez arrived at 7:10 pm.

Community Input: None

Staff Liaison:

- There was discussion as to whether or not part-time employees can somehow accrue paid vacation time after an agreed amount of time employed at the Library, either five or ten years. The Director will look at the budget and bring her findings back to the Board. If the budget allows for it, paid vacation time will be considered, based on the Director's findings and Board approval.
- Some employees would like to show their team spirit during events such as National Library Week by wearing matching t-shirts which would be paid for out of the development budget line item. The Director will consider and approve these purchases on a case by case basis. The Board agreed that Chicago area team clothing can be worn when the teams are doing well.

Department Reports:

Administration: Tom Sloane has been chosen as the Interim Executive Director of RAILS, the merged library systems. The system will continue to be run through the Metropolitan Library System until June 30, 2011. There was discussion about the new system. The Director has been petitioning for the alley closing during the Block Party and most have said yes. The Board would like to see more

Circulation: L. Santilli felt that the addition of the magazine racks in the entranceway is a great idea. The Head of Circulation ordered additional Library Cards to replenish her stock. The same design will be used, but key tags will be available. J. Bruscato likes that CDs and DVDs are being cleaned at check in. Circulation statistics look good. The Board would like to see a bit more punch on the cover of the Newsletter.

Adult Services: Elizabeth Seeskin has taken a new position at another Library. Candidates will be interviewed for her position.

FYI:

- Sikich Letter of Engagement: Accepted
- Metro Bank Merger
- Ads in the Suburban Life

Secretary's Minutes:

- March 23, 2011- Regular Board Meeting Minutes: filed for audit as written
- March 23, 2011- Executing Meeting Minutes: filed for audit as written

Treasurer's Report: The Director will speak with the accountant regarding the Bond & Interest Fund and whether or not it has to stay active and open. G.E. was contacted and the Director was told that the Library is not eligible. A CD is coming due on April 28, 2011 and the new rate will be available at that time. C. Dumas will speak with the President at Hinsdale Bank regarding interest rates for a CD.

Revenue & Expense Report: There were two bills for AT&T in the reports due to the way the Board Meeting dates fell and the new online payment option that is being used.

Transaction List by Vendor: None

Warrants: The Board reviewed the payroll from 3/14/11-3/27/11, pay date 4/6/11, check #8594-8596 & 14 debits, Fed tax and IL tax are debits, State disbursement check #8597, payroll from 3/28/11-4/10/11, pay date 4/27/11, check #8626-8628 & 14 debits, Fed tax, IL tax, & IMRF were all debits, State disbursement check #8582.

J. Lopez motioned to pay the payroll and C. Dumas seconded the motion.

Roll call results were:

Aye- S. Hosek, M. Blatter, L. Santilli, J. Lopez, J. Bruscatto, D. Adamcyk, and C. Dumas
Nay- none
Absent- none
Abstain- none

Invoices were reviewed. Invoices presented for payment were checks #8586-8593, 8598-8625, 8630-8648, 14 debits, and two spoiled checks #8584-8585 totaling \$28,024.63

L. Santilli motioned to pay the invoices and C. Dumas seconded the motion.

Roll call results were:

Aye- S. Hosek, M. Blatter, L. Santilli, J. Lopez, J. Bruscatto, D. Adamcyk, and C. Dumas
Nay- none
Absent- none
Abstain- none

Block Party Budget: The Director will be using the Library Programming monies to fund the Block Party. Monies will be distributed to Adult, Youth and Technical Services for supplies and/or programming. SWC donated Best Buy gift cards to the Library to be given away as prizes and to be raffled off. There was discussion about other prizes. The Head of Circulation is in discussion with the Animal Care League about attending the Block Party. There will be a *Just Dance* Tournament hosted by the Business Manager and the Head of Technical Services, in the Community Room from 10:30-12pm. There will also be a Bake Sale. The Technical Services Assistant will be taking photos of patrons with Read posters. The Board President mentioned

that the Triton College recently hosted a circus event and thought that the acts were great. The Director will contact them. The Head of Youth Services is in talks with face painters and is trying to get the Chicago Fire mascot to attend. The Youth Services department will be hosting an "Around the World" activity. There was discussion about refreshments, payment for refreshments and the time for services of refreshments. There will be hot dogs, chips, and soda available in a three dollar combo pack from noon until 2pm. There was discussion about live music. The Board Secretary offered to do face painting if needed.

Upcoming Quarterly Closing: The next Staff Quarterly will be held on July 15, 2011, with the Library closing for the whole day.

Health & Safety Fair: Scheduled for October 15, 2011. The Director is in talks with the American Red Cross who would like to have a Blood Drive on the day of the Fair. The Library would need to recruit donors and at least 25-35 people are required. There might also be a fitness demonstration at the Fair, as well as other vendors and/or Health Care and Safety presenters.

Vendor Fair: Scheduled for November 5, 2011. The employees will run a Bake Sale at the event again.

New Business:

- **Relay for Life, May 20-21, 2011**
- **Director's Annual Evaluation (discussion):** The Board will meet on May 25, 2011 after the Regular Board Meeting to put together their evaluation of the Director. They will go into Executive Session and the Secretary will take the minutes from that meeting. The Director was asked to come up with at least four goals for herself, which she will give to the Board at the May 25th Board Meeting. The Treasurer was asked to compile salary information for the Director and the Library Staff. Surveys were given to the Business Manager to be handed out to the rest of the Library staff members. The evaluations are due back to J. Bruscato by May 18, 2011.
- **Landscaping:** The Board will speak with Blue Line II regarding the weeds.

Hearing no objections the meeting was adjourned at 8:20 pm.

Respectfully Submitted,

Marjorie Blatter; Secretary (Minutes recorded by stenographer, Roberta Richter)