

Stickney-Forest View Public Library District
Board of Trustees
Minutes of the Regular Board Meeting
August 26, 2009

The meeting was called to order at 7:03 pm by President Protempore J. Lopez. Present at roll call were President Protempore J. Lopez, Treasurer L. Santilli-acting as Secretary until M. Blatter's arrival, Trustee C. Dumas, Trustee F. Drnek, and Trustee J. Lopez. Also present were Community Member Sandy Barrera, Library Director Hector Marino, Consultant Charisma Cannon, Staff Liaison Angela Solomon and meeting stenographer Roberta Richter. Absent from the meeting: Board President S. Hosek and Trustee Jason Bruscato. Secretary M. Blatter arrived at 7:15 pm.

Community Input- Community member Sandy Barrera attended a "Friends of the Library" meeting trying to find out who she needed to contact in order to get her program "Stamping with Sandy" advertised in the paper and on the outdoor sign. She did not have much success with the "Friends". She came to the Board meeting to find out who is currently in charge of the Library. H. Marino gave his information to Ms. Barrera and took her information. He stated that he would like to meet with her to further discuss what can be done to get her program proper advertisement. Ms. Barrera mentioned that there seemed to be a lack of communication between departments on a day which she called to inform the Library that she would be late, the attendees of her class were not given this information. Because of this the attendees left. C. Cannon stated that she is currently handling the advertising for the Library programs. J. Lopez wants a staff member put in charge of this task. H. Marino would like to have a Board Trustee appointed as a liaison to the "Friends of the Library".

Staff Liaison- Angela Solomon sat in as the staff liaison. Items brought to the Board: The low vision reader in the Quiet Reading Room needs to be put on desk instead of the cart. Patrons are using it and have no room to put papers. There is also no leg room due to the fact that there is a container under the cart. H. Marino will review the request and see what can be done.

Administrator/Supervisor's Reports-

- H. Marino will be reviewing all job descriptions. The Library currently has two job openings. The deadline for accepting resumes is August 31, 2009. H. Marino and R. Richter are working on a hiring plan. Interviews will be conducted in September.
- Technology: H. Marino wants to use technology to put forms in a digital format in order to organize and retain critical documents. He is waiting for the retention schedule from the State.
- Website: H. Marino presented the Board with a proposal for the Library website. The current domain name expires next month and the email that is being used by staff members is very basic and difficult to handle. H. Marino would like to try Outlook for staff email.
- Gates Grant: Training for the Gates Grant will take place on October 21, 2009. A contract needs to be signed between the Library and the State. H. Marino would like the Board to authorize somebody to sign the contract. There is discussion about the Gates Grant information. H. Marino suggested that he would review the contract and make a recommendation to the Board.

- 75th Celebration: H. Marino has been visiting the community and working with Charisma Cannon. They will work together on a strategy for the Anniversary and will work on Outreach. He asked C. Cannon to prepare a plan with goals, objectives and specific activities.
- Audit: R. Richter and L. Santilli will be working with Sikich on the audit.
- Communication: H. Marino has been meeting with staff members. He attended the supervisor meeting as well. He is gathering feedback and is looking at how the Library can be more effective. He will present a proposal to the Board about communication.
- Building: H. Marino met with George Novotny regarding the stair project. Mr. Novotny is preparing a proposal to fix the stairs. This proposal will include pricing, materials and timing. H. Marino would like to get at least two more proposals. Mr. Novotny's company can put a design in the stairs and in the sidewalk as well. The Library has to go out to bid on this project. H. Marino would like to get a team together to visit companies. There is a question as to whether Mr. Novotny's company would guarantee the work that they provide. J. Lopez stated that with proper maintenance there should be some form of guarantee. Mr. Novotny would assist the Library in putting a bid packet together.
- Website: H. Marino presented the Board with pricing from different companies for the Library website. There is discussion about what the company would provide and how the site would be maintained. H. Marino recommended added software, which would make the site more interactive. The contract is for one year. The company that H. Marino would like to use would provide email accounts, but they would be willing to configure their email to Outlook for free. This company would not interfere with SWC.
L. Santilli motioned to sign the one year contract with librarywebsites.com and F. Drnek seconded the motion.
Roll call results were:
Aye- M. Blatter, L. Santilli, F. Drnek, C. Dumas and J. Lopez
Nay- none
Absent- S. Hosek and J. Bruscato
Abstain- none
- Proposal for a second T1 line. H. Marino would like the Library to purchase a second T1 line so that the Internet connection speed will not be adversely affected by the new changes in technology in the Library. He would like to go with Comcast. There is discussion about the price and the speed of the Internet. The contract would be for two years at a fixed price. The Library will be provided with five IP addresses, which means that the Library can have five websites. Comcast would come out in one week and start installation. SWC will have to work with Comcast to make sure the server is compatible. L. Santilli motioned to sign the contract with Comcast for the second T1 line and F. Drnek seconded the motion.
Roll call results were:
Aye- M. Blatter, L. Santilli, F. Drnek, C. Dumas and J. Lopez
Nay- none
Absent- S. Hosek and J. Bruscato
Abstain- none

- Copier machine: H. Marino would like the Library to be going paperless. He would like the Library to purchase a copy machine with a scanner. There is discussion about cost and proposals for leasing and options to buy. The Board went to the Workroom to try out the machine. If the Board decided to purchase the machine the Special Reserve fund can be updated to include it. The Board will meet on September 16, 2009 and vote on whether or not to purchase the machine. M. Blatter questioned how newsletters would be handled if they were printed on the machine. J. Lopez liked the idea of going green and paperless. L. Santilli liked the fact that forms could be saved in the machine. Discussion regarding the copier was tabled until September 16, 2009.
- The Board approved overtime for extra staff for the Safety Fair on Saturday, October 3, 2009.

Charisma Cannon-

Charisma Cannon discussed her report with the Board.

- Welcome magnets are too expensive. Instead of magnets a brochure will be placed in the packets.
- Designer: The Board of Trustees wants to see side by side quotes from a few designers before making a choice. C. Cannon will give the Board web addresses for the designers so that they can view samples of their work. The Board has to have a decision in order for C. Cannon to have something ready in October. C. Cannon will have designer information to the Board by the end of one week. She will also get copies to Administration.
- The Sponsorship Level has been completed. The Library is accepting monetary donations as well as other types of gifts that can be used as prizes, giveaways, etc.
- The Newsletters were mailed out. C. Cannon is concerned that AlphaGraphics does not pay attention to detail and that the quality is not that good. She had to send five pages of revisions back and there were still typos. The timeframe in which she got things back was not good. She felt that in the long run the Library may want to go with somebody else. She also felt that the format of the Newsletter should be changed as the Library grows. It is imperative that information is available on the web.
- Health & Safety Fair: The current map is going to be changed. The Library has a robust list of participants. C. Cannon is going to make up flyers and she will use a street team to deliver them to Central Stickney. Central Stickney did receive their newsletters. C. Cannon will speak with Nancy Pajeau regarding getting information out to Sahs School.
- History of the Library: C. Cannon handed out a history timeline.
- Media list: C. Cannon wants to do a press release announcing H. Marino as the new Director. The Library should be selective as to what to send to editors to be advertised. Library Events can put in the newspaper under calendar of events.
- Carson community days. Sell them for \$5. Joe asks if the Girl Scouts. Angela will ask Nancy to ask the Youth Counsel to help sell them.
- Chocolate Library Cards: The Library Logo would be on the chocolate and they would be given away at the gala or other event.
- Limited Edition 75th Library card: There is discussion about who would get the limited edition cards and if there would be a cost for the cards. H. Marino agreed to get a proposal from another company for key tag Library cards.

Secretary's Minutes-

- August 27, 2008- Executive Meeting- Filed for audit as written.
- July 22, 2009 - Regular Board Meeting- Filed for audit as written. L. Santilli directs H. Marino to contact Blanket Construction. There is a lack of communication and there are projects that need to be completed.
- July 22, 2009 - Executive Meeting: Filed for audit as written.
- August 12, 2009- Executive Meeting: Filed for audit as written.

Communications- Letter from Steve Carmody. The Board reads the letter and would like a copy filed in A. Solomon's personnel file.

Financial Report-

Treasurer's Report: Illinois Funds Prime has zero balance on the report because of merger of fund accounts. The Western Bank CD came due. L. Santilli transferred the money to Standard Bank while CD interest rates can be investigated. The issues with getting statements from Citizen's Bank have been ironed out.

Revenue & Expense Report: None

Transaction List by Vendor: F. Drnek asked about the following list items:

- State Disbursement Unit: There is an employee that has his wages garnished.
- Steve Carmody, Nancy Pajeau, and Johanna Habley: These are payments to cover additional insurance money that was not supposed to be taken out of their checks.
- Patricia Kennedy: The check was for parking for the ALA Conference. The new policy on parking had not been approved yet, so the Library pays for parking.
- RFDI: Nancy Pajeau ordered DVDs on fire safety. F. Drnek felt the price was high. N. Pajeau is working to get some of the money back by getting donations from the fire department.

Warrants-

The board reviewed the payroll from 7/06/09-7/19/09 pay date 7/29/09, check numbers 7376-7381, and 8 Debits, Federal tax is a Debit and IL tax check number 7382; payroll from 7/22/09-8/02/09 pay date 8/12/09, check numbers 7400-7405 and 8 Debits, Federal tax is a Debit; and IL tax check number 7408.

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

Roll call results were:

Aye- M. Blatter, L. Santilli, F. Drnek, C. Dumas and J. Lopez

Nay- none

Absent- S. Hosek and J. Bruscato

Abstain- none

Invoices were reviewed. Invoices presented for payment were check numbers: 7365-7375, 7383-7399, 7406, 7409-7442, 1 Spoiled Check 7407 & 2 Debits totaling \$68,056.65

C. Dumas moved that the invoices be paid and J. Lopez seconded the motion.

Roll call results were:

Aye- M. Blatter, L. Santilli, F. Drnek, C. Dumas and J. Lopez

Nay- none

Absent- S. Hosek and J. Bruscato

Abstain- none

New Business-

Ready Reference/Per Capita Requirements: The Board members agreed that they read their assigned subjects. F. Drnek shared information about grant writing with H. Marion. L. Santilli informed H. Marino that there are templates for ordinances available.

Approve Policies- Policies were discussed at a previous meeting. C. Dumas motioned to approve the policies and J. Lopez seconded the motion.

Roll call results were:

Aye- M. Blatter, L. Santilli, F. Drnek, C. Dumas and J. Lopez

Nay- none

Absent- S. Hosek and J. Bruscato

Abstain- none

FYI- Advertisements

Other- None

Hearing no objections the meeting was adjourned at 9:58 p.m.

Respectfully Submitted,

Marjorie Blatter; Secretary

(Minutes recorded by stenographer, Roberta Richter)