

**Stickney-Forest View Public Library District
General Meeting of the Board of Trustees
April 22, 2015**

The meeting was called to order at 7:00 pm by Board President D. Adamczyk. Present at roll call were Treasurer S. Hosek, Trustee J. Lopez, Trustee L. Valencia and Trustee A. Murillo. Secretary M. Blatter was absent from the meeting.

Present from the Library staff were Director H. Shlah, Assistant Director J. Blazek and meeting stenographer J. Chávez Buchanan.

Secretary's Minutes:

February 24, 2015 – Regular Board Meeting Minutes: Accepted with no corrections and filed for audit.

March 25, 2015 – Regular Board Meeting Minutes: Accepted with no corrections and filed for audit.

Comments from the Public:

None

Secretary's Report/Correspondence:

An invitation was extended to the Library Board of Trustees and Library Administration from Mr. Louis Viverito, Stickney Township Supervisor, for the Grand Opening of the New Senior Center in Burbank, Illinois on April 29, 2015.

School District 103 sent appreciation to Head of Youth Services, D. Taylor for volunteering with the Battle of the Books.

The Library received a request from Charles J. Sahs School for a donation to the 8th grade dance. It was decided by the Library Board of Trustees that a customary donation of \$25.00 would be presented.

The Illinois Board of Elections sent appreciation for the Library acting as a host location for early voting.

The Library received an invitation to the Police Association's Annual Golf Outing. The Library Board of Trustees decided that the Library would sponsor a hole would be sponsored.

Director H. Shlah presented the Morton West High School event calendar which features a Library advertisement for our Teen Loft programs and services.

Financial Report:

Treasurer's report (March): Accepted as presented

Profit and Loss Report (March): Accepted as presented

Transaction List (March): Accepted as presented

Warrants:

Payroll: The Board reviewed payroll from 3/9/15-3/22/15: pay date 3/27/15

Check # 21 Direct Deposits

Federal Tax EFT #270548644897322

IL Tax EFT #1-548-691-840

IMRF: EFT #0541801 Ref. #24506

Voided Checks – None

Payroll: The Board reviewed payroll from 3/23/15-4/5/15: pay date 4/10/15

Check # 21 Direct Deposits

Federal Tax EFT # Filed by Paylocity

IL Tax EFT # Filed by Paylocity

IMRF: None

Voided Checks – None

- Trustee J. Lopez motioned to pay payroll and Board President D. Adamczyk seconded the motion.

Roll call results were:

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

Invoices: Invoices were reviewed and the invoices presented for payment were:

Checks # LC 10979 - 11022, 4 EFTS's, 6 Debit/Credit Card Transactions and 1 Petty Cash

Total Amount \$51,843.68

- Board President D. Adamczyk motioned to pay the invoices and Trustee L. Valencia seconded the motion.

Roll call results were:

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

Department Reports:

Director's Report-

The migration to the new catalog system went smoothly with the help of our dedicated staff.

Administration has established a Building Committee for the proposed renovation and the first meeting is scheduled for next week.

The summer reading kick-off is scheduled for June 13th. Administration is currently working on getting the necessary permit requirements. The solicitation of donations is well underway.

The Library welcomes a new Popular Services Librarian, M. Lewis.

Committee Reports:

None

Unfinished Business:

None

New Business:

a. Motion to engage Sikich, and Auditor Brian LeFevre to complete the 2014-2015 Financial Audit (Action – Motion to Engage)

- Trustee S. Hosek motioned to engage Sikich and Trustee L. Valencia seconded the motion.

Roll call results were:

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

b. Landscaping options (Discussion)

Landscaping options were discussed

c. Motion to Adopt the Financial Policy, the Fraud Prevention and Fund Balance Policies (Action - Adopt)

- Trustee S. Hosek motioned to adopt the new Financial, Fraud Prevention and Fund Balance policies and Trustee L. Valencia seconded the motion.

Roll call results were:

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

d. Motion to go into closed session to discuss compensation of employee(s) as allowed by the Illinois Open Meeting Act, ILCS120 Section 2 (c) (1)

- President D. Adamczyk motioned to go into closed session at 8:00 pm to discuss compensation of employee(s) as allowed by the Illinois Open Meeting Act, ILCS120 Section 2 (c) (1) and Trustee S. Hosek seconded the motion.

Roll call results were:

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

e. Motion to exit closed session and reconvene the general open meeting (roll call)

- Trustee S. Hosek motioned to exit closed session and reconvene the general open meeting at 8:20 pm. Trustee L. Valencia seconded the motion.

Roll call results were:

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

Open Session

a. Motion to approve employee(s) compensation for FY2015-16 as a result of the closed session meeting as allowed by the Illinois Open Meetings Act, 5ILCS120 Section 2 (c) (1) (Action)

- Trustee S. Hosek motioned to approve the salary increases for staff employees as discussed in closed session and Trustee L. Valencia seconded the motion.

Roll call results were:

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

Motion to adjourn

Having no further business the meeting was adjourned at 8:24 PM.

Respectfully Submitted,

Sylvia Hosek, Secretary pro tem