

**Stickney-Forest View Public Library District**  
**Board of Trustees**  
**Minutes of the Regular Board Meeting**  
**June 30, 2010**

The meeting was called to order at 7:00 p.m. by Board President S. Hosek. Present at roll call were President S. Hosek, Secretary M. Blatter, Treasurer L. Santilli, Trustee J. Lopez, Trustee C. Dumas and Trustee J. Bruscato. Present from the Library staff: Staff Liaison, D. Stovall; Library Director, S. Cottonaro, and meeting stenographer, R. Richter. Also present was Marketing Consultant, K. Rodriguez. One parent and several students from Reavis High School joined the meeting. The students arrived at varied times.

**Community Input-** Michelle Espinoza is a student from Reavis High School. She observed the meeting for an AP Government class. The Board President welcomed Ms. Espinoza and inquired as to how the Library can better serve the Reavis students and other Central Stickney residents. There is discussion about what the Library currently offers. Ms. Espinoza stated that she was unaware of some of the things the Library offered and will consider the Library in the future. The new Head of Circulation was introduced to the meeting attendees.

**Marketing Consultant/Kim Rodriguez Report-** The Marketing Consultant presented a sample of the mailer for the Block Party, which will go to all of the zip codes in the Library District. Extra mailers will go on the tables in the Library. She will ask Standard Bank, Citizen's Bank, and the YMCA to provide them to their patrons. Updated schedules for the Block Party were handed out, as well as a map of where events will be performed and where stations will be set up. Villa Nova will be a food vendor at the event. K. Rodriguez is continuing to ask other food vendors to participate. Volunteers ages nine and over are needed. J. Lopez volunteered to cook. Raffle prizes will have to be purchased. The Board suggested going door to door to prospective donors. V.I.P. guests will be in attendance. K. Rodriguez has plans for programs unrelated to the Block Party, but related to the 75 Year Anniversary. She has reapplied for the Navy band to perform and she is thinking of celebrating Elvis Presley's birthday; he would have been 75 this year. Some program ideas would be to have an Elvis impersonator and to showcase materials related to Elvis.

**Staff Liaison-** D. Stovall informed the Board that 220 kids signed up for the Summer Reading Program in Youth Services this year. A question that came up in Youth Services was whether or not teens will be included in that department, or would they be upstairs. The Director stated that young adult will be in youth, the older teen would be upstairs. D. Stovall presented a proposal for a Family Room. The idea would be to turn the Conference Room into a family room. The Board suggested using the area in the back of the Quiet Reading Room. The room could be promoted to draw families in. Laptops would be able to be used. The room would be available on a first come, first serve basis. D. Stovall thought the family room has grant possibilities.

## **Department Reports-**

- **Circulation Services:** There was discussion regarding statistics. The menu for the Book Sale was also discussed.
- **Adult Services:** E. Seeskin is doing a good job with action marketing. The Adult collection is now current and circulating.
- **Youth Services:** The department is thriving.
- **Technical Services:** R. Pencak is enjoying working in the department. The Head of Technical Services is pleased with her work.
- **Administration:** There is discussion about keeping the Friends of the Library active. The Head of Adult Services has been talking about reaching out to patrons. Doris Helebrandt agreed to assist. The cost of filing to have a Friends group needs to be found out.

## **Secretary's Minutes-**

- June 30, 2010- Regular Meeting Minutes: filed for audit as written

## **Communications-** None

## **Financial Report-**

**Treasurer's Report:** Due to low interest rates monies have been kept at Standard Bank. C. Dumas agreed to investigate getting a higher rate for a specified amount of money for a two year period.

**Revenue & Expense Report:** Revenues for the fiscal year 2009-2010 were over what was budgeted and expenses were under budget. Spending was done conservatively. For the fiscal year 2010-2011 the Board asked the Director to put aside an amount of money for the stair project.

J. Bruscatto exited at 7:57 p.m.

Database costs should decrease this year. There is discussion about two projects; the Computer Lab and a Family Room. After the audit these projects can be revisited.

**Transaction List by Vendor:** There was a bill for Cecchin Plumbing and one for Lyons Electric Company which were questioned. The bills were for the sump pump and the dedicated circuit. The print system was installed this year. Monies this month were higher due to the departments catching up to their final budget numbers.

**Warrants-**The Board reviewed the payroll from: 5/10/10-5/23/10, pay date 6/2/10, check #7988-7990 & 12 debits, Fed tax is a debit, IL tax is check #7991, & IMRF is a debit; 5/24/10-6/6/10, pay date 6/16/10, check #8019-8021 & 13 debits, Fed tax is a debit, and IL tax is check #8022; 6/7/10-6/20/10, pay date 6/30/10, check #8064-8066 & 14 debits, Fed tax is a debit, IL tax is check 8067 & IMRF is a debit, and 6/21/10-7/4/10, pay date 7/14/10, check #8088-8090 & 15 debits, Fed tax is a debit, IL tax is check #8091 and there is one spoiled check #8086

S. Hosek motioned to pay the payroll and C. Dumas seconded the motion.

Roll call results were:

Aye- S. Hosek, M. Blatter, L. Santilli, C. Dumas, and J. Lopez

Nay- none

Absent- J. Bruscatto

Abstain- none

Invoices were reviewed. Invoices presented for payment were check #s 8087, 8093-8112, 8113:

Spoiled, 8114-8134 & 4 debits, totaling \$47,050.86

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

Roll call results were:

Aye- S. Hosek, M. Blatter, L. Santilli, C. Dumas, and J. Lopez

Nay- none

Absent- J. Bruscatto

Abstain- none

#### **FYI-**

- New patron services bookmarks: updated information is included on the bookmarks. Circulation Clerk, R. Snodgrass made the book marks in-house.
- Ads from *Suburban Life*
- Letter to IDOT for Street Signs

#### **New Business-**

- ***Resolution to Appoint Interim Trustee:*** This subject was tabled.
- ***Gates' Grant Laptops Borrowing Policy:*** The Director will include a line in the policy about no food and drinks. Patrons will have to have a photo I.D. to use the laptops. L. Santilli motioned to accept the Laptop Borrowing Policy with an amendment regarding food and drinks, and J. Lopez seconded the motion.

Roll call results were:

Aye- S. Hosek, M. Blatter, L. Santilli, C. Dumas, and J. Lopez

Nay- none

Absent- J. Bruscatto

Abstain- none

- ***IMRF Authorizing Agent Resolution:*** L. Santilli motioned to approve the IMRF Authorizing Agent Resolution, making the Business Manager the IMRF Authorized Agent, and C. Dumas seconded the motion.

Roll call results were:

Aye- S. Hosek, M. Blatter, L. Santilli, C. Dumas, and J. Lopez

Nay- none

Absent- J. Bruscatto

Abstain- none

- **SWAN Ordinance:** L. Santilli motioned to approve the Ordinance providing for the execution of an Intergovernmental Agreement Establishing the System Wide Automated Network (“SWAN”) and Authorizing Membership in SWAN and C. Dumas seconded the motion.  
 Roll call results were:  
 Aye- S. Hosek, M. Blatter, L. Santilli, C. Dumas, and J. Lopez  
 Nay- none  
 Absent- J. Bruscato  
 Abstain- none
- **SWAN Ordinance:** S. Hosek motioned to approve the Ordinance concurring in the recommendation of the Metropolitan Library System to repeal the existing System Wide Automated Network full participation agreement and C. Dumas seconded the motion.  
 Roll call results were:  
 Aye- S. Hosek, M. Blatter, L. Santilli, C. Dumas, and J. Lopez  
 Nay- none  
 Absent- J. Bruscato  
 Abstain- none
- **Building & Maintenance Tax Ordinance:** L. Santilli motioned to pass the Ordinance 2010-11, adopting a Building and Maintenance Tax (.02% SPECIAL TAX) and C. Dumas seconded the motion.  
 Roll call results were:  
 Aye- S. Hosek, M. Blatter, L. Santilli, C. Dumas, and J. Lopez  
 Nay- none  
 Absent- J. Bruscato  
 Abstain- none
- **Tentative Budget and Appropriation Ordinance:** The Board asked the Director to add \$75,000 to the construction fund. L. Santilli motioned to pass the Tentative Ordinance 2010-12, providing for the Budget and Appropriations of the Stickney-Forest View Public Library District for fiscal year beginning July 1, 2010 and ending June 30, 2011, with the amendment to the construction fund, and C. Dumas seconded the motion.  
 Roll call results were:  
 Aye- S. Hosek, M. Blatter, L. Santilli, C. Dumas, and J. Lopez  
 Nay- none  
 Absent- J. Bruscato  
 Abstain- none
- **Prevailing Wage Ordinance:** C. Dumas motioned to pass the Ordinance 2010-13, regulating wages of laborers, mechanics and other workers employed by the Stickney-Forest View Public Library District and L. Santilli seconded the motion.  
 Roll call results were:  
 Aye- S. Hosek, M. Blatter, L. Santilli, C. Dumas, and J. Lopez  
 Nay- none  
 Absent- J. Bruscato  
 Abstain- none

Before going into Executive Session the Board of Trustees spoke with the students from Reavis High School. There was discussion about what the students expect from the Library. The students mentioned that they were not aware of all of the Library's services and that they would get the word out to their classmate. The students and parent exited the meeting. S. Hosek motioned to take a break at 9:05 p.m. and to go into Executive Session at 9:10 p.m. and L. Santilli seconded the motion.

Roll call results were:

Aye- S. Hosek, M. Blatter, L. Santilli, C. Dumas, and J. Lopez

Nay- none

Absent- J. Bruscato

Abstain- none

- ***Budget Proposal FY 2010-2011:*** The accountant suggested anticipating that the replacement tax revenue would be 20% lower. The Director is continuing to look at scaling back with consultants SWC.
- ***Increase Maximum AV Items Check Out Limit:*** L. Santilli motioned to approve the increase and S. Hosek seconded the motion.

Roll call results were:

Aye- S. Hosek, M. Blatter, L. Santilli, C. Dumas, and J. Lopez

Nay- none

Absent- J. Bruscato

Abstain- none

**Other-**

***Stairs:*** Bids for the 43<sup>rd</sup> Street stairs were discussed. The Board would like to see more bids for the railings. The Director will go ahead with the concrete part of the project, but will table the railing project until more bids are turned in. J. Lopez will contact Mr. Novotny regarding obtaining more bids for the railing project.

Hearing no objections the meeting was adjourned at 10:10 p.m.

Respectfully Submitted,

Marjorie Blatter; Secretary

(Minutes recorded by stenographer, Roberta Richter)