

Stickney-Forest View Public Library District
Board of Trustees
Minutes of the Regular Board Meeting
July 22, 2009

The meeting was called to order at 7:16 pm by Board President S. Hosek. Present at roll call were President Sylvia Hosek, Secretary M. Blatter, Treasurer L. Santilli, Trustee C. Dumas, Trustee F. Drnek, and Trustee J. Lopez. Also present were Steve Cerasuolo and Diego from VCM, Marketing Consultant Charisma Cannon, Staff Liaison Angela Solomon and meeting stenographer Roberta Richter. Absent from the meeting: Trustee Jason Bruscato.

VMC Presentation- Steve Cerasuolo and Diego from VMC presented their vision of what the Library website should look like. The Board goes through a hands-on demonstration. The gentlemen from VMC answered questions and exhibited the ease in which changes can be made. Staff members would be able to make changes to content to the site. Major changes would be handled by VMC.

The Board takes a break at 7:48pm

The Board returns at 7:53

VMC presented the Board with their proposal. S. Hosek stated that a decision would not be made until the new Director is in place. She also informed VMC that they would have to do a presentation for the new Director.

Community Input- None

Staff Liaison- Angela Solomon sat in as the staff liaison. Items brought to the Board:

- Circulation: The staff want to be able to use the reminder post cards that they are sending to patrons as proof of residency. They also want to put a note on the card saying that the card can be used as one proof. The Board agreed to both.
- Daily newspapers: The staff would like to put the daily newspapers up on the shelves instead of behind the Circulation desk. The papers were put behind the desk because they were being defaced. If this is the case the patrons can view articles online. The Board agrees that the papers should be put out right away.
- Youth: No input now. They are waiting for the new Director.
- Scheduling of maintenance time: Can we avoid having maintenance done during peak times? When stairs were being repaired it was disruptive. The Board will consider this in the future.
- What do staff members do if they suspect a staff member is drinking or is drunk on the job? Who do they report it to? S. Hosek directed A. Solomon to put in her report that the staff should contact S. Hosek at her cell number; 708-912-0450 or home number; 708-788-4223. The best time to get hold of her is after 8pm. Does there have to be confirmation? S. Hosek suggested asking another staff member, preferably a supervisor, to confirm any suspicious behavior. Concentra does drug and alcohol testing. If staff cannot reach S. Hosek they should contact another Board Member.

Supervisor's Reports-

- Adult Services: S. Hosek felt that it was nice of Steve Carmody to make himself available to answer any questions. F. Drnek was told by S. Carmody that he is referring A. Solomon for his position.
- Youth: The Summer Reading program is going great. Attendance numbers are up. A. Solomon mentioned that it would help if departments make Circulation aware of what programs they are having in advance so that they can promote the programs. How can departments keep each other informed? Could each department give fliers to Circulation? Each department can send out Instant Messages to the other departments updating them on their day's programs.
- Circulation: It is suggested that a sign for the book drop be purchased. Patrons are currently throwing their trash in the drop box. The department also needs a file cabinet for the Library card applications. When the new Director starts there should be discussion about changing the applications.
- The policy manual life insurance amounts were incorrect in the policy manual. It needs to be updated.

Committee Reports-

June 13, 2009 – Special Policy Committee: minutes are filed for audit as written.

- The cell phone policy is for staff not patrons. Cell phones are not to be used in public areas, only behind closed doors. The Board wants the staff to look professional.
- Staff members are no longer allowed to make personal purchases through the Library. It is illegal to use the tax exempt status for personal purchases.
- Grievance procedures: If staff members have any problems with the Director they need to go to the Board. Staff and Board members have to have open communication.
- Hiring practices: Relatives of Board and staff members cannot work together during the same time period of employment.
- Charging staff members for fines/fees: R. Richter sent email out on MLIS pubs asking which libraries charge staff for fines. Only one library charges. The other libraries feel it is a perk. There was one problem with overdue fines. That problem was acknowledged and that staff member's privileges were revoked. The Library will continue to not charge staff members for overdue fines.
- The Policy Manual needs to be reformatted. Once this is done updated copies will be made available.
- Business Cards will be purchased for the new Director and for Charisma Cannon (Marketing/PR Consultant).
- C. Cannon should have her report turned into R. Richter a week before the Board Meeting.

8:39 pm: Angela exits.

Charisma Cannon-

- Newsletter: The newsletter will look the same, but some of the information will change. L. Santilli explained what will be changing as far as content. Welcoming Central Stickney will be featured, as well as National Library Card month. Also included in the upcoming edition will be the Safety and Vendor Fairs. The Library received five entries for the

Logo contest. The entries will not be used for the logo, but the Board wants the entrants to receive a prize. Their names will be included in the next newsletter. The Young Adult group name will be changed to Young Adult Counsel. Kids involved will be able to include their membership on college applications. All information for the newsletter is due to C. Cannon by July 31, 2009. The information is due to AlphaGraphics August 14, 2009 and will be dropped at the post office August 21, 2009. R. Richter suggested adding an "Introduction of Hector Marino". S. Hosek instructed C. Cannon to speak with Laura Bruzas about coming up with a blurb. The Library Facebook Fan Page, National Gaming Day and 75th Anniversary will be included in the newsletter. F. Drnek agreed to proofread it when it comes back from editing. The revised newsletter quote includes the Central Stickney area. The price is a bit higher.

- Banner production quote: J. Lopez and C. Cannon want to purchase banners for light posts to be hung in each village with information about the 75th Anniversary. There would be twenty banners. C. Cannon has received four banner quotes. The Board wants banners hung in Central Stickney. A picture of what will be on the banner will be provided before they go up. The Library needs to find somebody to put them up. C. Cannon plans to get somebody to sponsor the banners.
- Pace Bus: They are giving the Library free advertising on the inside of the 307 and 311 buses. The printing prices are reasonable. The themes can be changed. Events can be publicized events. C. Cannon has quotes for the design. Advertising would be in buses that go through the western division. Heavy cardstock would be used so they will last. C. Cannon will go back to AlphaGraphics to try to get price down.
- Welcome card for Central Stickney residents: C. Cannon explained that the cards would include all of the Library's information. S. Hosek wants the card to be a magnet. Information can be taken away to make the magnet size reasonable. Can AlphaGraphics put extra sealer on the newsletters if magnets are inside? Can AlphaGraphics create a magnet? C. Cannon will get quotes and will meet with C. Dumas, J. Lopez, and J. Bruscato, the P/R & Marketing Committee, regarding what will go on the magnet.
- Library bags: C. Cannon stated that she needs something to put in the bags. L. Santilli informs here that here are key chains in the basement with the Library's name on them. C. Cannon told the Board that there are copies of the Policy manual currently in the welcome bags. R. Richter agreed to tell P. Kennedy to take the manuals out of the bags.
- Anniversary Theme: It was decided to use the theme: 75Y Celebrating the Past, Honoring the Present, Anticipating the Future.
- Sponsorship Level: Discussion about how much to ask for. S. Hosek feels that C. Cannon should go for what she can get. C. Cannon will go to the local restaurants and food service businesses to ask for food for events. She is sending personalized letters to vendors/owners.
- C. Cannon has been gauging interested with The Cubs and The Fire. They want to hear what we need. C. Cannon shared some ideas with Nancy Pajeau. N. Pajeau said she goes with the Wolves. C. Cannon is asking the staff to be innovative and think up fresh ideas for at least the year of the Anniversary. S. Hosek stated that she would come in to speak to the supervisors regarding working with C. Cannon.
- C. Cannon was informed of the new policy that states that staff member's relatives are not allowed to work for the Library. She will have to deny any quote she receives from Doug Pajeau.

- Berwyn Life: C. Cannon intends to meet with somebody from the paper.
- Safety Fair: discussion.
- S. Hosek informed C. Cannon that she see A. Solomon about flyers and design.

The Board takes a break at 9:55pm

The Board returns at 10:05

Secretary's Minutes- J

- June 12, 2009 - Special Budget Meeting: Filed for audit as written. L. Santilli stated she found that other time clock systems are expensive and she recommended waiting for the new director before making a decision about using new software.
- June 12, 2009 - Executive Meeting: filed for audit as written
- June 17, 2009 - Special Evaluation Meeting: filed for audit as written
- June 17, 2009 - Executive Meeting: filed for audit as written
- June 24, 2009 - Regular Board Meeting: filed for audit as written

Communications- A letter was sent to S. Hosek from a concerned citizen regarding the past and current state of Library affairs. S. Hosek instructed the Board to take to heart what the letter is trying to say.

Financial Report-

Treasurer's Report: None

Revenue & Expense Report: None

Transaction List by Vendor: L. Santilli explained that R. Richter is now putting a memo in on the report in order to give the Board more information about the invoices. There was a thirty dollar bank charge because of a stopped check. R. Richter was instructed to pay Laura Bruzas her final check. F. Drnek turned in her notes regarding the negative answer given to James Williams in purchasing the "Dear Reader" addition to the website. J. Williams has filed an appeal with the Illinois Department of Employment Services.

Warrants-

The board reviewed the payroll from 6/08/09-6/21/09 pay date 7/01/09, check numbers 7318-7323, and 8 Debits, Federal tax is a Debit and IL tax check number 7329; payroll from 6/22/09-7/05/09 pay date 7/15/09, check numbers 7331-7336 and 8 Debits, Federal tax is a Debit; IL tax check number 7337 and IMRF is a Debit.

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

Roll call results were:

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

Nay- none

Absent- J. Bruscatto

Abstain- none

Invoices were reviewed. Invoices presented for payment were check numbers: 7324-7328, 7330, 7338-7364, and 1 bank fee, totaling \$32,255.78

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

Roll call results were:

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

Nay- none

Absent – J. Bruscato

Abstain – none

New Business –

- Steve Cerasuolo from VMC Computer Consulting: The Board continued discussion about the presentation. They went over the quotes. The Board discusses whether or not they need to reevaluate Technical Services. L. Santilli informed the Board that a postage meter has been purchased from Pitney Bowes and she feels that J. Habley could run the meter. It is decided that the new director should come and assess processing. Discussion continued about the proposal from VMC. The Library already has a domain with SWC. S. Hosek felt that the new director should make the decision.
- Mader Roofing: J. Lopez had asked R. Richter to get a quote to see how much it would cost to replace the entire roof. No work will be done at this time.
- Budget for Fiscal Year 2009-2010: There has been a line item added for overtime. This was recommended by the accountant, in order to track the time. Adult Services and Youth Services budgets went down. The Safety Fair expenses will go under “Miscellaneous programs”. There is discussion about insurance. The Library will be paying for single coverage insurance for the new director.

F. Drnek moved to officially adopt the budget, “Library programs”, and J. Lopez seconded the motion.

Roll call results were:

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

Nay- none

Absent – J. Bruscato

Abstain – none

Executive Session- Administrator Search

At 10:44 pm, L. Santilli moved to go into Executive Session to discuss the Administrator and M. Blatter seconded the motion.

Roll call results were:

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

Nay- none

Absent – J. Bruscato

Abstain – none

Back from Executive session at 11:21pm

Building & Maintenance Ordinance 2010-02-

F. Drnek moved to pass the Building & Maintenance Ordinance 2010-02 and L. Santilli seconded the motion.

Roll call results were:

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

Nay- none

Absent – J. Bruscato

Abstain – none

FYI-

- Steve Carmody's Resignation Letter
- James Williams Time Sheets
- Letter from Cook County
- Advertisements

Other-

- The Board wants C. Cannon to go to the Village of Stickney to find out the status of the photo of the Library being included on the village sticker.
- T1 line: the Library needs a second line to be efficient. L. Santilli went over quotes. She also went over grant information. The Board agreed that the Library should try for the Broadband Grant.
- Three employees will get checks for comp time pay out.
- Updating the Policy Manual will take a little while to do because of the format that it was saved in.
- L. Santilli talked to the insurance company about what staff can and cannot do regarding maintenance. The insurance company informed her that they do not say staff cannot do light maintenance; they are saying that there is potential for loss. Loss controls information will be sent to the Library from the insurance company.
- Pitney Bowes machine: The Library will be renting a postage meter from Pitney Bowes.
- Call One: There have been problems with the voice mail system. Call One came out and went over the phone system. L. Santilli felt that Angela Solomon would be a good person to have trained since she works at the front desk. L. Santilli will call to get price.
- Blanket Construction: There is confusion about how often Blanket is supposed to come to the Library. The Board feels that if expectations are not being met the Library should look elsewhere.
- CleanNet/Alvaro: L. Santilli asked J. Lopez if he talked to Alvaro about the concerns that the staff presented. J. Lopez stated that he left messages, but did not hear back from Alvaro. J. Lopez is asked to get a duties list from him and to ask if he cleans the community room and if so, how often.
- Adult Reference Supervisor position: The Board agreed that it is okay to post the open position.
- Staff Liaison: The Board agreed that the Staff Liaison will be paid for two hours of work for coming to the Board meeting.
- Ready Reference: Ready Reference is part of per capita grant. The Board needs to look at the information and discuss what they have read at another meeting. Each Board member will read a section as follows:
 - Charitable giving: S. Hosek
 - Ordinances: L. Santilli
 - Planning for grants: F. Drnek
 - Policy modules: J. Lopez
 - PTEL: Tax cap: L. Santilli

- Trustee fact file: J. Bruscato
- Addendum: M. Blatter

The date chosen to go over the Secretaries Audit was July 25, 2009.

Hearing no objections the meeting was adjourned at 11:55 p.m.

Respectfully Submitted,

Marjorie Blatter; Secretary

(Minutes recorded by stenographer, Johanna Habley)