

Stickney-Forest View Public Library District
Board of Trustees
Minutes of the Regular Board Meeting
June 24, 2009

The meeting was called to order at 7:16 pm by Board Secretary M. Blatter. Present at roll call were Secretary M. Blatter, Treasurer L. Santilli, Trustee J. Bruscato, Trustee C. Dumas, Trustee F. Drnek, and Trustee J. Lopez. Also present were Library Accountants Kelly Zabinski, and Terri Svec, Marketing Consultant Charisma Cannon, Community member Doris Heldebrand, Executive Assistant Roberta Richter and meeting stenographer Johanna Habley. President S. Hosek arrived at 7:27 pm.

Secretary's Minutes- May 27, 2009- Regular Meeting: filed for audit as written

Executive Minutes- May 27, 2009- Executive Meeting: M. Blatter motioned to accept minutes with the amendment, removing the second to last paragraph and F. Drnek seconded the motion.

Roll call results were:

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

Nay- none

Absent – none

Abstain – none

Kelly Zabinski, Accountant- Ms. Zabinski turned in an internal controls document to the Board, but the document is a first draft and needs to be cleaned up before it is made official. F. Drnek asked about the amount of cash left in the register and in the Petty Cash with Administration and Youth Services. Ms. Zabinski addressed the concerns and stated that the amounts can be updated. The money from the register should be brought up to Administration daily. Petty cash should be reimbursed once per month. Anything over twenty dollars should be issued in checks. Ms. Zabinski stated that the transition of cash between downstairs and upstairs and the payroll segregation of duties need to be changed. A transition of cash needs to be recorded by both parties. The downstairs should also keep a record of their own, listing when the money was taken upstairs, who took the money and how much money was in the bag, with signatures from both parties. Deposits should be done at least twice a week. Monies left in the Library should be secured in a safe with limited access. Ms. Zabinski noted that the payroll problem area is that one person was in control of all input, changes and output of the payroll. This allowed for changes to be made and not noticed. A system will need to be put in place to prevent this. Overtime should be approved by the supervisor of the department and should be approved before it occurs. One person needs to be entering the time and generating the reports, which are approved by the supervisor. Another person needs to process and approved the payroll. A paper system outside the current system should be made to assure that the pay rate for employees aren't changed in the computer. A paper system will need to be official and secure. Supervisors need to have more of a roll in the payroll system. Ms. Zabinski stated that Quick Books is a good program for smaller businesses. The only other options are bigger software, which would cost \$20,000.00- \$25,000.00, or using a third party establishment. Quick Books can be better utilized by the Library. Roles can be better established. A checks and balances system needs to be established to secure the funds within the Library, even if there are manual systems outside the already established process. Time Force can also be used to track vacation and sick time. This would be a

good choice, because the automation would leave less chance for error. Ms. Zabinski recommended that Time Force, as it is a better platform. A concern is that Time Force and Quick Books have no ability to “talk” to each other. In Ms. Zabinski’s report, she included information from the auditor. As to why the auditors didn’t catch the problems in the past, it depends as to what the auditor tested and checked, and the auditor would need to explain what happened.

Community Input- None

Charisma Cannon, Marketing Consultant- Copies of the new contract were passed out. The contract was looked over by Ms. Cannon and the Board. A monthly report will be made by Charisma, as to what she did, in a major context, concerning the Library. No information will go out to the community without the Board’s approval. Ms. Cannon agreed to have information to the Board early so there is time for review. Ms. Cannon discussed her schedule and stated that she her parameters. The budget numbers were added to the contract. Ms. Cannon stated she will not spend anything without the consent of the Board. R. Richter made changes to the contract and handed out fresh copies to the Board and Ms. Cannon. Ms. Cannon requested an email address from the Library, so it looks more professional and shows that she is representing the Library. She will present a marketing plan soon, one for the first five months, and one for the year 2010. She will also be at every Board meeting. A copy of her report will be given to R. Richter prior to the meeting to be included in the Board packets. Ms. Cannon will review the file that has previously collected ideas from the staff, utilizing all that she can. F. Drnek volunteered to help show Ms. Cannon around the Library.

James and Tina Williams- R. Richter presented the following:

- An unapproved timesheet for James Williams
- Insurance termination for both James and Tina Williams
- A previously altered time sheet that was printed in the last payroll, but had time processed previous to the payroll. L. Santilli states that ADT was contacted, and they do not keep records of when the alarm is on or off. The system cannot be used to confirm or deny whether James Williams was in the building at the time that the time sheet states.
- If James or Tina Williams apply for Cobra the Library will have to pay 60% of their health insurance.

Laura Bruzas- L. Santilli went through and found that money for Ms. Bruzas should not come out of the Special Reserve Fund. The money will come out of the line item for consulting. Two more interviews are scheduled. L. Bruzas asked whether or not the Board wanted to see an applicant for a second time. The Board requested a second meeting with Hector Marino. L. Bruzas claimed to have sent a copy of the applicant Joanne Schusterich’s resume, but none of the Board members and R. Richter did not receive one. Ms. Schusterich expressed disappointment that they didn’t receive one. L. Bruzas rectified the problem.

Communications-

- The Village of Forest View Letter; stating that they are not interested in including the Library’s anniversary information on the Village Stickers. J. Bruscatto and J. Lopez offered to talk to somebody at the Forest View Village Office.
- Letters from the Library Attorney are looked over.

Financial Report-

Treasurer's Report: The report was reviewed. F. Drnek expressed a concern about an amount in the report. L. Santilli explained the amount. Charisma Cannon is being paid with monies from the Special Reserve Fund. The CD from Western Bank that is being used currently is due to mature in August. It isn't known what the interest rate will be. The Board will wait to see what is offered. The Citizen's account is a locked interest for the first couple of months. The \$16,000.00 for the Charisma Cannon's budget is coming out of Per Capita.

Revenue & Expense Report: R. Richter and L. Santilli realized that Citizen's Bank account numbers aren't on the revenue and expense report because it wasn't added to Quick Books, due to the fact that T. Williams claimed that statements weren't received.

Transaction List by Vendor:

- The ADT transaction was for the changing of codes and making sure that the system was secure.
- The Berwyn Western transaction was for a new condenser for the water fountain.
- CleanNet charges \$900.00 per month for cleaning each day, but Sundays. The contract and conditions of the cleaning will need to be reviewed, due to complaints from the supervisors. Sandra from CleanNet was present in the building and asked to join the meeting for a quick question and answer session. The Board asked her how she was communicated with, and who the head of the business is. She stated that anything that was told to the CleanNet was left on a note on the closet door. The communication was mainly between Alvaro and Tina Williams. Staff knew that if there was emergency, to leave a note on the door of the closet. The Board expressed interest in speaking with Alvaro, to confirm information and work on better efficiency. J. Lopez agreed to contact him.
- AT&T sent the itemized list of the T. Williams cell phone bill for a three month period. The bill was reviewed. The phone was allowed to be used as personal phone. The Board expects the administrator to be responsible for the phone. The limiting of the phone abilities was decided against, due to the fact that the Board wants the administrator to be able to be contacted at all times.
- Petty cash was explained by Lisa. Steve Carmody was allowed to use the rest of his money in his budget for Best Buy. A check was written to petty cash. Mark Arellano was allowed to spend the money that was not yet given to him for the acquiring of a Nintendo Wii and a few games.
- There was a Standard Bank fee charged in the amount of twelve dollars, but it will be removed once the charge is reversed.
- The O'Reilly's flowers transaction was for flowers for Mark Arellano's grandfather.
- A payment for \$3,400 dollars was for the twenty privacy screens that arrived on May 21' 2009.
- Geralyn Fitzgerald's check for seventy-six dollars had to be paid back because IMRF was being deducted from her paycheck when she was no longer in IMRF. Kelly Zabinski instructed R. Richter to cut a check for G. Fitzgerald.
- Illinois Department of Unemployment Security: Kelly Zabinski instructed R. Richter to pay immediately. This was a bill that had been ignored from years ago.
- The Kohl's transaction was for Denise Hoffman's gift for her milestone celebration.

- Mr. Anderson's Company is a program that Nancy Pajeau is having in her department.

Warrants-

L. Santilli approved the time sheets. R. Richter and M. Arellano earned overtime. J. Habley had extra time.

The board reviewed the payroll from 5/11/09-5/24/09 pay date 6/03/09, check numbers 7243-7256, Voided checks 7257 & 7258, Federal tax is a Debit and IL tax check number 7266; payroll from 5/25/09-6/07/09 pay date 6/17/09, check numbers 7268-7281, Federal tax is a Debit; IL tax check number 7282 and IMRF is a Debit.

M. Blatter made the motion to pay the payroll and C. Dumas seconded the motion.

Roll call results were:

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

Nay- none

Invoices were reviewed. Voided checks were due to printer error when the network crashed.

The checks held for Tina and James were voided by M. Blatter, and dealt with per Kelly Zabinski's previous instructions.

Invoices presented for payment were check numbers: 7259-7262, 7267, 7283-7317, 3 Debits, 1 bank fee and Voided check numbers 7241, 7242, 7263-7265, totaling \$26,561.11

S. Hosek moved that the invoices be paid and C. Dumas seconded the motion.

Roll call results were:

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

Nay- none

Absent – none

Abstain – none

Committee Reports-

Special Meeting- May 25, 2009- filed for audit as written

It was decided to wait until the new administrator is in place to hire or fire any staff.

A Policy Committee Meeting is scheduled for July 13, 2009 at 7:30 pm with a committee of the whole.

Administrator's Report/Supervisor's Reports- Mark Arellano mentioned SWC Technology in his report. Everything is settled with them. The hardware will be purchased, and a schedule will be setup.

FYI- A letter came from the Secretary of the State of Illinois regarding correcting a typographical error.

Other-

- R. Richter presented the information for the ALA conference that was purchased for Tina Williams, James Williams, and Christian Williams.
- One of the programs from Adult Services was advertised in the Life Paper.

- B Allen Graphics gave a proposal packet of information regarding working on the Library Newsletter.
- F. Drnek stated that Sherrie Young from the Village Parks and Recreation would like to partner with the Library in presenting a Movie in the Park. The bill would be split for the cost the screen, power supply rental and gas. The amount would be about \$700.00. L. Santilli is looking into the ability of using our Movie Licensing Agreement that would allow us to use the agreement off site. The Board would like to participate but is unsure about paying half. It was expressed that it was a large amount of money, but it could possibly be useful to help forge better relations within the community. S. Hosek stated that it should come out of Per Capita. It was mentioned to have Sherrie talk to Charisma Cannon to get together on functions.
- Sherrie Young would also like to do a Sit-in.
- F. Drnek will need money for safety fair for goodies, food, etc.
- A new staff liaison might need to be picked at the next staff meeting.
- L. Santilli contacted someone in the Records Retention Department in order to find out how long we are supposed to keep records. To do so first, a base of what we have has to be established before approval is given for destroying the records.
- L. Santilli brought up the number of blue chairs, small chairs, and desks that are in the basement, as well as a list of items in the garage. She asked the Board what they would like to get rid of, give to other libraries, or to staff or patrons. It was brought up to check with the Library attorney to see if an inventory of discarded items needs to be compiled.
- L. Santilli and F. Drnek broke the staff into four groups and made a plan for the Staff Quarterly Meeting.
- The Special Reserve Fund needs to be previously planned before it can be used. In order to pay Charisma Cannon from this fund, she needs to be added to the plan in an ordinance.

C. Dumas motioned to pass Ordinance 2009-12 and S. Hosek seconded the motion.

Roll call results were:

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

Nay- none

Absent – none

Abstain – none

Hearing no objections the meeting was adjourned at 10:23 p.m.

Respectfully Submitted,

Marjorie Blatter; Secretary (Minutes recorded by stenographer, Johanna Habley)