

Stickney-Forest View Public Library District
Board of Trustees
Minutes of the Board Meeting
June 22, 2011

The meeting was called to order at 6:05 pm by Board President J. Bruscato. Present at roll call were President J. Bruscato, Secretary M. Blatter, Treasurer L. Santilli, Trustee S. Hosek, Trustee D. Adamcyk, and Trustee C. Dumas. Absent at roll call: Trustee J. Lopez. Present from the Library staff were Staff Liaison, G. Fitzgerald, Library Director, S. Cottonaro, and Meeting Stenographer, R. Richter. Trustee J. Lopez arrived at 6:11 pm.

Community Input: None

Staff Liaison: There was no input from the staff. The Board of Trustees felt that the Library Block Party was a success. Among the more highly regarded aspects of the event were the crafts/projects in Youth Services and the caricature artist suggested by A. Solomon from the Adult Services staff.

Department Reports:

Administration: The Director was thanked for going to Music in the Park event. There was discussion about Stickney Family Day Planning. The Director is going as a representative for the community, specifically in regards to teens. The Board President shared that he hears positive reviews for the Director from the community. The reports are looking good from all of the departments.

Adult Services: The *Dungeons & Dragons* program has been cancelled.

Youth Services: The report looks great. Program attendance has risen. The Board liked reading about the school information.

FYI:

- Merger letter from ISL: The five northern library systems (excluding CPL) have formed to become R.A.I.L.S.
- Updated Trustee Contact Sheets
- Board Meeting Schedule FY2011-2012: July/November/December dates are different than the usual 4th Wednesday.
- *Suburban Life* ads

Secretary's Minutes:

- May 25, 2011- Regular Board Meeting Minutes: filed for audit as written
- May 25, 2011- Executive Meeting Minutes: filed for audit as written
- June 8, 2010- Technology Committee Meeting Minutes: The committee felt SWC was clear and the presentation was professional and thorough. The Director explained that products will be coming from multiple vendors. SWC is working with the Library as a consulting agency to ensure that the virtualization is performed within the financial constraints of the Library's budget. The Director recommended using SWC for service

because the Library already uses them, so there wouldn't be more cost and they are familiar with the Library's set up. Using virtualization for the machines means that the system will be monitored more securely and with greater ease because they are all on one server. This subject would be discussed further later in the meeting.

Treasurer's Report: There was discussion about moving money, opening CDs whose mature dates would stagger, and the amount of funds to move. The IL Funds interest rates are very low. Standard Bank has approved collateralization for the money that will be moved there. The Director wants to ensure that funds are fluid in case of any unforeseen issues. The Director and Treasurer agreed to negotiate the best deal.

Revenue & Expense Report: Income has exceeded expectations for the FY10-11 fiscal year. Copier towers have helped raise the amount of money being brought in.

Transaction List by Vendor: None

Warrants: The Board reviewed the payroll from 5/9/11-5/22/11, pay date 6/1/11, check #8699-8701 & 13 debits, Fed tax and IL tax are debits, State disbursement check #8702, payroll from 5/23/11-6/5/11, pay date 6/15/11, check #8723-8725 & 13 debits, Fed tax & IL tax were both debits, State disbursement check #8726.

S. Hosek motioned to pay the payroll and J. Lopez seconded the motion.

Roll call results were:

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

Nay- none

Absent- none

Abstain- none

Invoices were reviewed. Invoices presented for payment were checks #8703-8714, 8716-8722, and 8727-8743, 9 debits and 1 Void #8715, totaling \$20,718.41

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

Roll call results were:

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

Nay- none

Absent- none

Abstain- none

Annual Insurance Renewal: Coverage is the same from last year, and the premiums are staying the same or decreasing slightly in price from last year. There was discussion about electronic vandalism and what it means.

Prevailing Wage Ordinance: L. Santilli motioned to pass Ordinance 2011-01: Prevailing Wage Ordinance and S. Hosek seconded the motion.

Roll call results were:

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

Nay- none

Absent- none

Abstain- none

Intergovernmental Agreement for Reciprocal Borrowers: C. Dumas motioned to accept the Intergovernmental Agreement for Reciprocal Borrowers and S. Hosek seconded the motion.

Roll call results were:

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

Nay- none

Absent- none

Abstain- none

NOOK Circulation Policy: The Director went over the policy guidelines. Patrons have to agree to the policy before they can check out the NOOK. L. Santilli motioned to accept the policy and S. Hosek seconded the motion.

Roll call results were:

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

Nay- none

Absent- none

Abstain- none

Break at 6:57 pm

Back at 7:05 pm

Guadalajara Book Fair: The Head of Adult Services applied for and received partial funding from ALA to go to the Guadalajara Book Fair. He will be gone for 3 days to attend the event. The Library will pay for the remainder of the trip out of the Development budget line.

Virtualization: Virtualization would help streamline the machines all onto the server, allowing for quicker updates and better security. More patron machines could be added for less money. The server will last 5-7 years. Virtualized user stations require less electricity than the individual desktop tower model currently in place. Growth would be much easier. If computers break down a license won't have to be purchased, they can be switched out. Programs would be able to be installed simultaneously on all machines. Two new servers would have to be purchased. A new rack would be needed, and the old one can be sold. Everything would be backed up onto a tape. There was discussion about increasing the number of patron machines. The Director is being conservative with the amount of clients being purchased, but more machines can be purchased if the Board of Trustees decided to add. Tapes are the best kind of storage for this environment. If one server goes down the change over to the other server is fairly seamless. Materials are coming from different vendors. The Director feels twenty machines plus two for the study corrals on the 2nd floor would be a good idea currently. Licenses have to be renewed every year.

S. Hosek motioned to accept the purchase of the virtualization packet and C. Dumas seconded the motion.

Roll call results were:

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

Nay- none

Absent- none

Abstain- none

Preliminary FY2011-2012 Budget: Discussion about the working budget. Line items have been added and a few have been removed. Per Capita funds have been budgeted for programming and Youth and Adult Services will get more money for materials. The Director informed the Board of the recommendations from the auditor and accountant regarding the closing of funds that would be taken over by the General Fund. The General Fund would absorb funds that have deficits and those funds would become line items. IMRF would remain a separate fund. Each department is paying for and receiving funds for their lost items. Supplies for Circulation would come out of Development supplies. Copier and printer fees will be combined. Wii and Videos will be changed to AV revenue. The Board felt that the Databases and Programming line items should be increased.

C. Dumas motioned to go into Executive Session at 7:42 pm to discuss personnel issues and M. Blatter seconded the motion.

Roll call results were:

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

Nay- none

Absent- none

Abstain- none

The Board came out of Executive Session at 8:35 p.m. S. Hosek motioned to approve the proposed pay increases starting July 1, 2011 J. Lopez seconded the motion.

Roll call results were:

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

Nay- none

Absent- none

Abstain- none

The Director accepted her evaluation, goals, and pay increase.

There was discussion about the Meccho Shades.

Hearing no objections the regular meeting was adjourned at 8:39 pm.

Respectfully Submitted,

Marjorie Blatter; Secretary (Minutes recorded by stenographer, Roberta Richter)