

Stickney-Forest View Public Library District
Board of Trustees
Minutes of the Board Meeting
May 25, 2011

The meeting was called to order at 7:00 pm by Board President S. Hosek. Present at roll call were President S. Hosek, Secretary M. Blatter, Treasurer L. Santilli, Trustee J. Bruscato, Trustee J. Lopez, Trustee D. Adamcyk, and Trustee C. Dumas. Present from the Library staff were Staff Liaison, G. Fitzgerald, Circulation Clerk, R. Snodgrass, Library Director, S. Cottonaro, and Meeting Stenographer, R. Richter.

Trustee Swearing In, Nominations, and Committee Selection: As a notary, the Director swears in S. Hosek, D. Adamcyk, M. Blatter, and J. Bruscato. The position of President is taken over by J. Bruscato; M. Blatter remains the Secretary; L. Santilli remains the Treasurer. Committee chairs were assigned: Policy: S. Hosek; Safety: D. Adamcyk; Technology: J. Lopez; PR/Marketing & Fundraising: C. Dumas. As Board Secretary, M. Blatter swears in the Trustees.

Community Input: None

Staff Liaison: None

Department Reports:

Adult: The search for an Adult Services Clerk continues. *Automatically Yours* is a resource that sends the Library Best-selling titles to be added to the collection. There are currently four active members in the Friend of the Library. They will work at the Block Party Book Sale.

Administration: Relay for Life was successful. Block Party flyers went out to Alphagraphics and should go out to patrons in the district by end of next week. The flyer will include a full line-up of events. One Trustee will be unable to attend the event, and another may not be able to attend.

Technical Services: There was discussion about patron computers. Some computers will need to be replaced within the calendar year. There was further discussion about virtualization. There are funds available in Special Reserve to get new machines. All updates would go through the server. The server would have to be protected, and there would be a back-up on tapes.

Youth Services: There was discussion about the Board Report. The report speaks to what is going on in the department. The Board would like to see more details and a narrative in the report. Youth Services Clerk, G. Fitzgerald was mentioned specifically in the surveys and the Board wanted to give her a mention for the good work she is doing.

FYI:

- Illinois Funds Memo: Administrator fee lowered.
- *Suburban Life* ads
- Trustee Letters from Clerk of Circuit Court

Secretary's Minutes:

- April 27, 2011- Regular Board Meeting Minutes: filed for audit as written

Treasurer's Report: The Treasurer pointed out that there is more revenue than anticipated. She also stated that interest in the IL money market fund is very low and would like to contact Standard Bank regarding their rates. The Treasurer can move money between seven-hundred and fifty thousand dollars to one million depending on the amount that will be insured, if the interest rate is better at Standard Bank.

Revenue & Expense Report: Lunch for the staff was purchased on two separate occasions from Potbelly; once for the Staff Quarterly and once for Library Worker Appreciation Day.

Transaction List by Vendor: None

Warrants: The Board reviewed the payroll from 4/11/11-4/24/11, pay date 5/4/11, check #8649-8651 & 14 debits, Fed tax and IL tax are debits, State disbursement check #8652, payroll from 4/25/11-5/8/11, pay date 5/18/11, check #8672-8674 & 14 debits, Fed tax, IL tax, & IMRF were all debits, State disbursement check #8675.

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

Roll call results were:

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

Nay- none

Absent- none

Abstain- none

Invoices were reviewed. Invoices presented for payment were checks #8653-8671, 8676-8698 and 8 debits totaling \$29,670.07

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

Roll call results were:

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

Nay- none

Absent- none

Abstain- none

Landscaping Bid(s): Blue Line II was the only proposal received. The Director will speak with Blue Line II and confirm that weed and feed fertilizer is being used. The price is the same as last year. C. Dumas motioned to accept the proposal and J. Lopez seconded the motion.

Roll call results were:

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

Nay- none

Absent- none

Abstain- none

Survey Data: R. Snodgrass created a survey with general questions to be answered by the patrons and she put together the data for the Board to review. This was done because she wanted to know more from the patrons and hopes to have a discussion about what is done well and what can be done better. Surveys were weighed heavily toward adults. R. Snodgrass stated that she could create one geared toward kids if it is wanted. The Director will take the results into consideration, in addition to other criteria, when working on long-range planning. There was discussion about extended hours. The topic was tabled and will be part of the discussion at the budget meeting.

Virtualization Proposal: The Library is still waiting on some information from SWC, so this topic was tabled. There will be a Technology Committee Meeting on June 8, 2011 at 2 p.m.

Internet Policy: There was discussion about why the Director would like to update the policy. The patrons will agree to the policy when they log into the computers. Patrons that do not adhere to the policy will be banned for life from Internet use in the Stickney-Forest View Public Library District. There was discussion about filtering. J. Lopez motioned to update the Internet Policy and C. Dumas seconded the motion.

Roll call results were:

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

Nay- none

Absent- none

Abstain- none

New Business: The Director and Head of Adult Services will be going to Fremont Library to pick up new CD storage units. The units are free, but a moving truck will need to be rented for the trip. The CD cases will be replaced at a later date.

S. Hosek motioned to go into Executive Session at 8:35 p.m. for Personnel reasons and M. Blatter seconded the motion. S. Cottonaro and R. Richter were excused for the session.

Roll call results were:

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

Nay- none

Absent- none

Abstain- none

The Board came out of Executive Session at 9:58 p.m. Considering the evaluation and completion of goals the Board agreed to give a four percent raise to S. Cottonaro, Director of the Library. J. Lopez motioned to accept the agreed upon raise percentage and C. Dumas seconded the motion.

Roll call results were:

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

Nay- none

Absent- none

Abstain- none

Hearing no objections the regular meeting was adjourned at 10:00 pm.

Respectfully Submitted,

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