

**Stickney-Forest View Public Library District**  
**Board of Trustees**  
**Minutes of the Board Meeting**  
**November 16, 2011**

The meeting was called to order at 7:02 pm by Board President J. Bruscato. Present at roll call were President J. Bruscato, Secretary M. Blatter, Trustee D. Adamcyk, Trustee S. Hosek and Trustee C. Dumas. Present from the Library staff were Library Director, S. Cottonaro, and Meeting Stenographer, R. Richter. Absent from meeting: Treasurer L. Santilli, Trustee J. Lopez, and Staff Liaison, C. Feehan.

**Community Input:** None

**Staff Liaison:** Staff Liaison was absent from the meeting; no input from the staff.

**Audit:** Brian LeFevre thanked everybody for allowing Sikich to perform the audit.

- Mr. LeFevre presented the Annual Financial Report and defined what GASB expectations are
- The Director submitted the Management's Discussion & Analysis report as part of the audit this year
- Statement of Net Assets & Statement of Activities: Increase in net assets; the Library ended the fiscal year in the black and is economically better off than it was at the end of the previous year
- Balance Sheet: Mr. LeFevre explained fund balances and cash balance differences
- Revenue and Expense Balances: General Fund balance increased, the Library had enough funds to cover operations
- Deposits and Investments: Discussion about custodial credit risk; there was sufficient collateral to cover the Library's investments
- Bond issue: Three fiscal years of payments remain
- Detail on Non-major Funds: The Director has a plan in effect for the deficit funds. The Audit, Liability, and Social Security Funds are all being rolled into the General Fund
- The Library has healthy reserves. The Board should look at the General Fund to see how much money should be moved to Special Reserve at the end of this fiscal year; as long there is a plan in place for the funds in the Special Reserve money can be moved.

**Department Reports:**

**Circulation Services:** Zoo passes are still going out, and they are good for another year. The Head of Circulation Services created a class for using your "Getting the most out of your Library Card".

**Youth Services:** The performer for the Creepy Halloween program asked for an age limit, which meant a few patrons, had to be turned away. The Board would like Department Head to visit Saas School to ensure that student realize that they can be members of the Library.

**Technical Services:** Donated books are checked before there is a decision to add them for the collection. The computer freezing problems have been solved. Some older jump drives are not compatible with the thin clients. SWC is working with HP to try and resolve the issue.

**Adult Services:** The Board feels it is nice see the Library is working with the Pershing Home. The Head of the Department started purchasing TV shows on DVD. A library card drive is ongoing in an attempt to get more patrons to join.

**Administration:** The Director will look into putting a banner up in Central Stickney around the Park District or Fire Station. She will also find out about putting up information on community boards in the district.

**FYI:**

- Red Cross Thank You
- *Suburban Life* ads

**Secretary's Minutes:**

- October 26, 2011- Regular Board Meeting Minutes: filed for audit as written

**Communications:** None

**Treasurer's Report:** No report was turned in.

**Revenue & Expense Report:** An employee from Blue Line II was working on the lawn this month; no invoice has been received as of the Board Meeting date.

**Transaction List by Vendor:** Schiller Park Public Library invoice was payment for an Adult Print damaged item.

**Warrants:** The Board reviewed the payroll from 10/10/11-10/23/11, pay date 11/2/11, check #8950-8951 & 15 debits, Fed tax and IL tax are debits, State disbursement check #8952, payroll from 10/24/11-11/6/11, pay date 11/16/11, check #8972 & 8973 & 15 debits, State disbursement check #8974, Fed tax and IL tax are debits.

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

Roll call results were:

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

Nay- none

Absent- L. Santilli and J. Lopez

Abstain- none

Invoices were reviewed. Invoices presented for payment were checks #8953-8971, 8975-8996, 17 debits; totaling \$254,410.22

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

Roll call results were:

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

Nay- none

Absent- L. Santilli and J. Lopez

Abstain- none

**December DVD Rentals:** The Library won't be charging patrons for DVD rentals for the month of December. This promotion was inspired by some staff and patron's desire to not charge a fee for DVDs. The Director doesn't feel that the \$1 for 7 days is cost prohibitive, but she is willing to offer this as a holiday special and test run to see how circulation numbers are impacted by this. The Board are unsure that they want to stop charging completely. The outdoor sign will be used to advertise.

**Schedule Policy Committee Meeting:** A meeting was scheduled for Wednesday, January 11 at 2:30 p.m. S. Hosek, M. Blatter, and D. Adamcyk will be in attendance.

**Constellation Energy Bid:** Discussion about the bid and this type of offer and the pros and cons of going with somebody else. The Board will not be energy suppliers at this time.

**New Business:** None

Hearing no objections the regular meeting was adjourned at 7:56 p.m.

Respectfully Submitted,

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