

Stickney-Forest View Public Library District
Board of Trustees
Minutes of the Regular Board Meeting
October 27, 2010

The meeting was called to order at 7:05 p.m. by Board President S. Hosek. Present at roll call were President S. Hosek, Secretary M. Blatter, Treasurer L. Santilli, Trustee J. Bruscato, Trustee C. Dumas, and Trustee J. Lopez. Present from the Library staff: Staff Liaison, R. Snodgrass; Library Director, S. Cottonaro, and meeting stenographer, R. Richter. Also present was Marketing Consultant, K. Rodriguez.

Community Input- None

Marketing Consultant/Kim Rodriguez Report-

- The Marketing Consultant is currently working on the Holiday Craft Fair. The Director will be hosting a Bake Sale Table at the event. There will be a raffle at the fair. All monies from the Bake Sale and raffle will go toward the Gates Grant.
- Upcoming programs:
 - Western Lights Chorus
 - Morton College will be performing songs by Elvis Presley and songs from the *Sound of Music*.Refreshments will be served.
- The Marketing Consultant is attempting to book a program for November, but availability of performers is limited.
- The Legion Newsletter included a blurb about the Navy Band Library Performance.

Staff Liaison- No input from the staff. The Board President asked that the liaison report Department Heads that she is pleased with their Department Reports. The information included in the reports is useful and meaningful. The Board is impressed with the initiative of the staff.

Department Reports-

Administration:

- The sunlight that comes into the front windows is doing damage to some of the materials. It also makes it difficult for patrons to sit by the windows while using their laptops, due to the glare it causes. There was discussion about options for the front windows.
 - Tinting: The Board would like to see this option before making this choice.
 - Separate circuits for each set of blinds. The blinds currently work intermittently.
 - Manual pulleys for each set of blinds

The Director agreed to send a message out to other libraries regarding tinting. She also agreed to look into pricing for tinting, as well as the possibility of manual pulleys.

- The Director will be attending the Village Hall Meeting, where there will be discussion about the park located next door to the Library.

- The new computers are up and running. The old computers have been boxed up and will be donated. Any funds collected for them will go to the donations budget line item.

Adult: The English as a Second Language group is steadily growing.

Circulation: There was discussion about the Library Card applications.

Secretary's Minutes-

- September 22, 2010- Regular Meeting Minutes: filed for audit as written
- October 4, 2010- Policy Committee Meeting Minutes: filed for audit as written

Communications-

Hartford Insurance Claim (originally under FYI): The Director filed a claim for the damage done to the ADA bollard. The cost for the bollard was lower than the deductible.

Financial Report-

Treasurer's Report: Tax money is trickling in. Being fiscally conservative would be the appropriate plan of action at this time. Monies from fines, fees, rentals and the copier are steadily coming in.

Revenue & Expense Report: None

Transaction List by Vendor: The Director is pleased with Cintas. There are currently two Sam's Club membership cards. The two holders are: the Head of Youth Services and the Board President. Amazon is being utilized to purchase DVDs, CDs and some new book titles. The Library Accountant is working with the auditor. The Director is working on the Management Discussion and Analysis letter.

Warrants-The Board reviewed the payroll from: 9/13/10-9/26/10, pay date 10/6/10, check #8292-8294 & 14 debits, Fed tax is a debit, IL tax is check #8295, and payroll from 9/27/10-10/10/10, pay date 10/20/10, check #8318-8320 & 14 debits, Fed tax is a debit, and IL tax is check #8321, and IMRF is a debit.

C. Dumas motioned to pay the payroll and J. Bruscatto seconded the motion.

Roll call results were:

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

Nay- none

Absent- none

Abstain- none

Invoices were reviewed. Invoices presented for payment were check #s 8273-8291, 8297-8317, 8323-8336, voided checks: 8059 & 8245, & 2 debits, totaling \$27,548.46

C. Dumas motioned to pay the payroll and J. Bruscatto seconded the motion.

Roll call results were:

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

Nay- none

Absent- none

Abstain- none

Policy Changes-

- Page 10 section 4: Library Policy Manual: “Upon correction of behavior”, the Director will revise the sentence in this paragraph.
- Library Policy Manual:
 - Laptop Policy added; approved at July Board Meeting.
 - Job Descriptions updated; approved at previous Board Meeting.
 - Central Stickney has been added to the areas that are in the District.
 - Library cards: The policy has been updated to allow teen mothers to obtain a Library card for themselves and their children. The Library Attorney was contacted regarding this matter, and stated that there is no problem from a legal standpoint. The Library wants to be proactive and support those patrons.
 - Lost cards will have one replacement fee of \$5.00 for every lost card.
 - The wireless laptops policy has been added to the manual.
 - In Section 4, page 9, the Director added: **entertain** and educate, not strictly educate. She wants the language to be inclusive.
 - Approval for Meeting Rooms: applications are now to be approved by the Director. Confirmation or denial for requests will be done verbally or in writing.
 - Collection Development section has been condensed to be concise. The Wii Games are not included in formats available and “other formats” has been added to allow room for growth.
- Personnel:
 - Salary schedule: The starting pay amounts will remain, but the ceiling amounts will be omitted, allowing for room to grow.
 - The Director will update the policy regarding what monies are paid out upon termination.
 - The wording Time Cards has been changed to Swipe Cards.
 - Paying overtime in regards to jury duty and bereavement pay has been updated to reflect that staff would be paid straight time if their hours go over due to either of these two factors.

L. Santilli motioned to accept the changes made to the policies and C. Dumas seconded the motion.

Roll call results were:

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

Nay- none

Absent- none

Abstain- none

Resolution to Determine Estimated Funds Needed- L. Santilli motioned to accept the Resolution to Determine Estimated Funds Needed and S. Hosek seconded the motion.

Roll call results were:

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

Nay- none

Absent- none

Abstain- none

CD/DVD Display: There was discussion about the limited storage for CDs and DVDs, as well as the security cases for CDs. The Director will further investigate storage for these items.

Staff Quarterly & Holiday Party Closing- The Director requested permission to close the Library on Friday, December 10, 2010 for an in-service day combined with the staff holiday party. S. Hosek motioned to close the Library on December 10, 2010 for an in-service day/Holiday Party and M. Blatter seconded the motion.

Roll call results were:

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

Nay- none

Absent- none

Abstain- none

FYI

- Hartford Insurance Claim: discussed under *Communications*
- Ads from *Suburban Life*
- Letter from Lyons Elementary District to the Head of Youth Services, thanking her for presenting information about the Library to Edison and Home Schools.

New Business:

- Stairs Project: There was discussion about the work done on the stairs and the contract. The concrete contractor will be contacted regarding the crack in the stairs. The Board would like it coated for safety reasons.
- The Director agreed to have election packets for the Trustees that will be running for election. There was discussion about the terms that are open and about who would be running again. The Director will have packets available at the Holiday Fair.

Hearing no objections the meeting was adjourned at 8:55 p.m.

Respectfully Submitted,

Marjorie Blatter; Secretary

(Minutes recorded by stenographer, Roberta Richter)