

Stickney-Forest View Public Library District
Board of Trustees
Minutes of the Board Meeting
October 26, 2011

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

Community Input: None

Staff Liaison: Technical Services Clerk, R. Pencak wanted to thank the Board for approving vacation time for tenured part-time employees.

Department Reports:

Administration: SWC has been in the Library working on virtualization issues. They still need to do some work on the jump drive issues. The Health & Safety Fair attendance was sparse. Highlights were the Dog Safety Program, Flu Shots, and the Blood Drive. The Director met with the Department Heads regarding these types of events and other programming ideas. The Board agreed that funds and staff time should be spent on other programming.

Adult Services: Haunted Chicago was a nice program. It is nice that the Head of Adult Services, O. Arellano is reaching out to the Pershing Home.

Circulation Services: Library Cards will be issued to the patrons at the Pershing home. The cards will be good for a shorter period of time (1 to 3 months). There was discussion as to whether or not cards have been issued to the Fire/Police Departments. Museum passes were extended for another year for some venues, most notably the Brookfield Zoo.

Youth Services: Parents as Teachers is really growing. The Crafty Kids attendance is also up.

Technical Services: The Board asked if there have been any concerns or comments from the patrons regarding virtualization. The comments have been limited to the freezing issues. The Board was happy to see the computers on the second floor are up and running. They would like M. Arellano to include comparisons from month to month in his report regarding computer usage.

FYI:

- *Banners:* Two outdoor banners have been ordered from The SignEdge in Stickney. The top part of each banner will stay the same and the bottom portion will be able to be changed for different events. One will go up in Forest View and one will go up in Stickney.
- *Suburban Life* ads

Secretary's Minutes:

- September 21, 2011- Regular Board Meeting Minutes: filed for audit as written
- September 28, 2011- Safety Committee Meeting

Treasurer's Report: One Standard Bank CD just rolled over, so there is no rate attached because the paperwork hasn't arrived yet. It is similar to what it was last time. Tax money should be seen coming in next month.

Revenue & Expense Report: A/V revenue is steady.

Transaction List by Vendor: Blue Line II invoice finally arrived. The total covered the summer months.

Warrants: The Board reviewed the payroll from 9/12/11-9/25/11, pay date 10/5/11, check #8908-8909 & 15 debits, Fed tax and IL tax are debits, State disbursement check #8910, payroll from 9/26/11-10/9/11, pay date 10/19/11, check #8911 & 8914 & 15 debits, State disbursement check #8913, Fed tax, IL tax and IMRF are debits.

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

Roll call results were:

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

Nay- none

Absent- J. Lopez

Abstain- none

Invoices were reviewed. Invoices presented for payment were checks #8890-8907, 8915-8949, one spoiled check #8912 and 15 debits, totaling \$61,276.50

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

Roll call results were:

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

Nay- none

Absent- J. Lopez

Abstain- none

Snow Removal and Landscaping Bids: Discussion about bids that were presented.

S. Hosek motioned to accept the snow removal bid from Everest, with the contract being modified to include the following stipulations: plastic shovels being used on the front steps and that the snow be removed prior to the opening of the Library; L. Santilli seconded the motion.

Roll call results were:

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

Nay- none

Absent- J. Lopez

Abstain- none

Landscaping proposal: The bids were reviewed and discussed. The Director recommended holding off for now on making a decision in order to obtain more bids. The Board agreed.

Window Wall Proposal: The proposal was brought to the last meeting, but wasn't on the agenda. The Board agreed any of the solutions proposed were cost prohibitive. The Director mentioned having the windows tinted as a potential alternate solution. She has asked other libraries if they have used this service, but none have. The other option is to leave them the way they are. The Board decided to leave the blinds as they are at this time.

Long Range Plan- SWOT analysis: SWOT will begin in January for long range planning. The Director asked everybody to go out into the community and engage residents as to their thoughts of the Library.

Holiday Staff Party- December 16: There was discussion about the location and cost of the party. Each staff member would be allowed to bring one guest, and the Library would cover the cost of the food only. The Board President feels that this is a good idea and that the staff are deserving of this party.

S. Hosek motioned that the staff have their Holiday Party at Chef Shangri-La, one guest per staff member are welcome, and the Library will pay for the food. L. Santilli seconded the motion.

Roll call results were:

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

Nay- M. Blatter

Absent- J. Lopez

Abstain- none

New Business: The levy is done and has been sent to the Library Attorney for review. The November Board Meeting is scheduled for the 16th where the audit will be presented. The December meeting scheduled for the 14th.

J. Lopez arrived at 7:47pm

Hearing no objections the regular meeting was adjourned at 7:48 p.m.

Respectfully Submitted,

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