

Stickney-Forest View Public Library District
Board of Trustees
Minutes of the Regular Board Meeting
September 23, 2009

The meeting was called to order at 7:00 p.m. by Board President S. Hosek. Present at roll call were President S. Hosek, Secretary M. Blatter, Treasurer L. Santilli, Trustee C. Dumas, Trustee F. Drnek, and Trustee J. Bruscato. Also present were Nathan Hanlon from Total Business Solutions, Bob Novotny from Frank Novotny & Associates, Library Director Hector Marino, Consultant Charisma Cannon, Staff Liaison Angela Solomon and meeting stenographer Roberta Richter. Absent from the meeting: Trustee J. Lopez.

Nathan Hanlon from Total Business Solutions- Total Business Solutions is the company that installed the PC Reservation system currently used in the Library. H. Marino would like the Library to automate its printing system. Use of this system would ensure collection of payment for print jobs and copies. It would also free up staff from dealing with monetary transactions. The system would allow patrons to load their Library card with money. Any other patrons from libraries in the Metropolitan Library System would be able to use this system. The proposed price includes hardware, software, installation and training. H. Marino is considering one station for the main area and in the future one can be purchased for Youth Services. Patrons would be able to insert cash/coin or they could use their Library card to pay for what they print. Wireless printing is available. Color printing can be offered and the Library could charge a different price for color printing. The patron would choose the pages they would like to print, saving paper and ink. The system would inform the patron of the cost before they print. After they approve the job they pay for the print job. Total Business Solution does not provide the printers, but the system is compatible with the current printers in the Library. Mr. Hanlon stated that system would pay for itself in approximately fifteen to eighteen months. Because the current system the Library uses is an honor system there is no control of collection of funds. If the Library decides to purchase this system and an additional module can be bought which would allow the patrons to pay their fines at the station as well. The additional module uses Ecommerce. A merchant account would have to be set up with the Library's bank. There is discussion about cost for one or two station and the cost for maintenance. The system works with SWAN and the current Library cards that we use would be compatible. The Library would get reports so that there is an audit trail. Reports can be run at anytime. The Board inquired as to how money is put on the Library card. Mr. Hanlon explained that the station has three buttons, one button is to reserve a computer, one is to print jobs and the last one is to manage your account. The patron would scan their card, input coins or bills and the money would be loaded onto the Library card. Assigned staff members would collect the money from the machine and run reports. Credit cards cannot currently be used. The Circulation staff can view how much money is available on the patron's Library card and they can see who has a print job pending. They can also release print jobs. Mr. Hanlon stated that it would take about a half of a day to install the system. The Board thanked Mr. Hanlon for his time.

Mr. Hanlon exited at 7:27 p.m.

Bob Novotny from Frank Novotny & Associates- Mr. Novotny was present to give the Board a proposal for working on the front stairs. He stated that the stairs are sound. There is a crack, which is a stress crack, but there is no real movement. He looked into an alternative to completely replacing the stairs. He suggested using the company Concrete Technologies of Chicagoland, Inc. They would resurface the stairs with a polymer coating that is thicker than what is currently on the stairs. Mr. Novotny stated that the product is durable and different patterns can be used, including the Library seal. The quote given includes removal of the existing coating, clearing of old materials and processing of new materials. The company cannot guarantee the crack will not come back. There is discussion about what work that will be performed. The Board thanked Mr. Novotny for his time.
Mr. Novotny exits at 7:45 p.m.

Community Input- None

Staff Liaison-

- Staff members are requesting keys to the building. There have been a few occasions where staff members were waiting outside to be let into the building. S. Hosek wants H. Marino to make the decision regarding this subject. H. Marino agreed to look into it and A. Solomon will revisit the issue if it is not resolved.
- The staff wanted to know if the Board would consider closing the Library the day after Xmas or day after New Year's Day.

C. Dumas motioned to close on Saturday, December 26, 2009 and J. Bruscato seconded the motion.

Roll call results were:

Aye- C. Dumas and J. Bruscato

Nay- F. Drnek, M. Blatter, L. Santilli and S. Hosek

Absent- J. Lopez

Abstain- none

M. Blatter motioned to keep library open on January 2, 2010 and F. Drnek seconded the motion.

Roll call results were:

Aye- S. Hosek, M. Blatter, L. Santilli, F. Drnek, and C. Dumas

Nay- J. Bruscato

Absent- J. Lopez

Abstain- none

- Staff members want to know if the Library will need more staff to work on Saturday, September 17, 2009 for the Vendor Fair. L. Santilli stated that there will be fourteen vendors. Each department will need two staff members working. M. Arellano will be working during Gaming and he will also need an extra staff person. The Board will allow overtime for forty hour people and extra time for any staff members who help out at the Fair.
- Last month A. Solomon asked N. Pajeau if she would ask the Youth council to sell Carson Community Days coupons. A. Solomon reported that they are not selling.

Angela Solomon exits at 9:40 p.m.

Director's/Supervisor's Reports-

Supervisor Reports: The Board inquired as to whether or not the Library will be using Comcast for the second T1 line. H. Marino confirmed that the Library is using Comcast. L. Santilli explained to the Board that SWC keeps finding problems with the computers. L. Santilli agreed to verify that there is a listing of passwords and computer names being tracked. The Comcast line has already been installed. H. Marino will review and implement the Wi-Fi policy. Once that is complete the Library can advertise that there is Wi-Fi available.

8:30 p.m. Break

8:40 p.m. Return

Director's Report: 8:41pm H. Marino went over a report of the interview process for hiring the Reference and Circulation Supervisors. The Board inquired as to whether or not Eric Franklin worked in a Circulation Department in the past. H. Marino stated E. Franklin worked at Circulation in school libraries. E. Franklin also has worked with software that the Library would use to process the Newsletter in house. R. Richter completed reference checks for both E. Franklin and S. Cottonaro. Sarah Cottonaro has her Masters Degree and worked at Alsip Public Library. She also has experience working with web-tool technologies and is coordinating the information for the Library web page. S. Cottonaro will give a presentation at the next Board meeting. E. Franklin will come to the November meeting and give a presentation on the Newsletter.

S. Hosek noted that H. Marino needs to meet with the Technology Committee and the Building & Grounds Committee. H. Marino explained that one of the requirements of the Per Capita Grant is that the Library has a maintenance plan for the Library. H. Marino wants to work as a team with Building & Grounds chairperson. Another requirement of Per Capita is that the Library has a Technology plan. All of the computer equipment needs to be listed and there has to be replacement schedule put in place. H. Marino wants to have prevention plans that include goals and budgets. The Per Capita information is due October 15, 2009. J. Bruscato and H. Marino will discuss Technology during the Gates Symposium. A Technology Committee Meeting was scheduled for Tuesday, October 27, 2009 at 6 p.m. H. Marino will contact J. Lopez about Building & Grounds. C. Dumas agreed to be part of Building & Grounds.

Sunday Hours: There is discussion about having the Library open on Sundays. S. Hosek tabled the discussion until January, on the advice of the Library accountant.

Landscaping: The Board does not feel that the grounds are in good condition. H. Marino agreed to discuss this with J. Lopez. The Board directed H. Marino to inform Jeff Walik of Blue Line II what his expectations are. H. Marino will take a walk around the building and notate any problems or concerns.

The Board directed Administration to contact Sandy Barrera from Stamping with Sandy to follow up on her concerns regarding her program's advertising.

H. Marino is working to rectify any problems that he has been having with the cell phone that the

Library provided him.

The recent plumbing problem has been fixed. The main pipe up to the sewer was completely severed. It was not originally put in properly. The bathrooms were flooding and all of the toilets were not able to be used. M. Arellano called Cecchin Plumbing, who came in right away and had the problem fixed the next day. H. Marino is negotiating the bill. He is also working with the insurance company to see if anything is covered.

One of the benches in the garden is broken. H. Marino put in a claim with insurance company. They will pay for repair or replacement, but the Library will have to pay the \$1,000.00 deductible. The insurance company has requested photos, and report or video of damage.

The Policy Manual is finished being updated. H. Marino reviewed the policies and stated that some of them are outdated. He would like to work with the Policy Committee to update the policies. H. Marino, L. Santilli and S. Hosek will meet on Thursday, October 29, 2009 at 10 a.m. to work on the policy manual. S. Hosek will be sitting in as chair of the Policy Committee for this meeting.

Charisma Cannon-

Charisma Cannon discussed her report with the Board.

- C. Cannon will be working with designer Angie Grish from Harrington College. The work will be done free of charge. Design ideas will be presented to the Board so that a decision can be made by October 28, 2009.
- The donor list is complete. C. Cannon is working with Debra Martin at Comcast to on having the Library host a Comcast Cares Days event in 2010. Comcast would send volunteers to work with the Library. C. Cannon is working to get Comcast to give some sort of “in kind” donations. One idea is to have a “Literacy Day”
- The Carson coupons are not selling at the front desk. C. Cannon wants to deliver the fliers to the community. It was suggested that she ask the Boy Scouts to volunteer to help sell coupons. After the Safety Fair S. Hosek wants the advertising for the Carson coupons to be prominent. She feels advertising is lacking. The Board directed C. Cannon to advertise in local businesses, the YMCA, and the banks. The Board also feels that the name of the Library should stand out on the fliers. There is discussion about scheduling people to be at Carson’s on Saturday, November 14, 2009. The Library would get a percentage of all booklets sold on that day at the store. There is not a guaranteed percent. The amount earned depends on how many organizations participate.
- There are 25 participants for the Health & Safety Fair. C. Cannon is sending out reminders to vendors. L. Santilli and R. Richter will be going to Sam’s Club on October 1, 2009 to purchase materials for the Fair. H. Marino mentioned that the Library may need to rent a grill in addition to the grill the Library currently has. 43rd Street will be closed off during the Fair. C. Cannon is working with police department on putting up signage regarding parking. The Board suggested trying to sell Carson booklets at the Fair.
- The designer is going to be working with the Library on the Website design, a masthead and the Library logo. The designer will be available to work with the Library until December.
- The Meet & Greet is scheduled for Thursday, November 12, 2009. The invite list is

discussed. The Meet & Greet will be the time to unveil the Library Website, the 75th Anniversary design and the logo. There will be speakers, background music, food and beverages. This event would be for VIPs. The Library will be closed to the public for this event. The Library will close at 3 p.m. and the event would begin at 6 p.m. All staff members are expected to attend this event and to dress up. S. Hosek directed C. Cannon to send out the "Save the Date" information next week. C. Cannon is handling the R.S.V.P.'s. She will also be inviting the media.

- C. Cannon will not be at the next board meeting.

Charisma Cannon exits at 8:25 pm

Secretary's Minutes-

- August 12, 2009- Special Board Meeting- Filed for audit as written.
- August 26, 2009 - Regular Board Meeting- Filed for audit as written
- September 16, 2009 – Special Budget & Appropriations Hearing- Filed for audit as written
- September 16, 2009 – Special Reserve Ordinance Meeting- Filed for audit as written

Communications- None

Financial Report-

Treasurer's Report: One of the CDs from Fifth Third Bank matured. L. Santilli put the money in Standard Bank. She will be meeting with Citibank to go over CD rates. Rates are very poor right now. IL Funds is down to one account. The Board directed C. Cannon to invite Judy Barr Topinka to the Meet & Greet.

Revenue & Expense Report: L. Santilli stated that the Library is only two months into the fiscal year and the revenue numbers are moving at a good rate.

Transaction List by Vendor: The Board asked about the following list items:

- HyPower: HyPower came into the Library to trouble shoot a circuit in the Community Room. The Mini-refrigerator would not work after a power loss. HyPower found that the circuits, boxes and wiring are messed up. The circuit has not been fixed yet.
- Butch from Blanket Construction did not show up for a meeting with H. Marino.
- An electrician from Cutting Edge Electric, Inc. came in and found a mess with the circuits. Dedicated circuits were suggested for different areas of the Library. H. Marino is expecting an estimate for electrical work.
- State disbursement: An employee is having wage garnished as ordered by the state for child support payments.
- Kathleen Obirek: Ms. Obirek is presenting a program about landscaping.
- Cecchin Plumbing: H. Marino is waiting for an updated invoice. There are currently two invoices, but Cecchin agreed to adjust the price and place the amount on a revised invoice.

The Library was sent an invoice from Bob Novotny for a consultation on the front stairs. The invoice is for services that were performed in July 2009. At that time J. Lopez invited Mr. Novotny to look at the stairs without the Board's knowledge. H. Marino sent J. Lopez a copy of the letter and the bill. They met regarding this issue and H. Marino was left without an answer. The Board directed H. Marino to wait until J. Lopez returns before making any decisions about the stairs. H. Marino received another quote on the stairs from McVan Company. H. Marino has references for this company and can view some of their work. The company does work with stairs and railings. The Board discussed the proposal. The Board directed H. Marino to check the company's references and to check the Better Business Bureau for any reports. C. Dumas agreed to accompany H. Marino when going to view three samples of McVan's work. The Board would like to have at least two more proposals from other companies but directs H. Marino to wait for J. Lopez before calling other companies.

Warrants-

The board reviewed the payroll from 8/03/09-8/16/09 pay date 8/26/09, check numbers 7443-7449, and 8 Debits, Federal tax is a Debit and IL tax check number 7451; payroll from 8/17/09-8/30/09 pay date 9/09/09, check numbers 7456-7462 and 6 Debits, & Federal tax is a Debit.

L. Santilli motioned to pay the payroll and S. Hosek seconded the motion.

Roll call results were:

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

Nay- none

Absent- J. Lopez

Abstain- none

The Board agreed that R. Richter can assign Personal time as Vacation time for bookkeeping purposes with QuickBooks and Time Force. S. Hosek directed R. Richter to update payroll grids in ink. R. Richter agreed to contact the Library accountant to verify if sick or vacation time is required by law to be paid out to employees upon their termination of services.

There is no IMRF payment listed because the Library overpaid IMRF and has a credit.

Invoices were reviewed. Invoices presented for payment were check numbers: 7450-7455, 7463-7492, & 2 Debits totaling \$34,653.14. Check number 7491 is a check for Cecchin Plumbing. Cecchin is reviewing the invoice and will send out an updated invoice.

L. Santilli motioned to pay all of the invoices minus check number 7491, which is voided for a new total of \$27,198.14 and C. Dumas seconded the motion.

Roll call results were:

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

Nay- none

Absent- J. Lopez

Abstain- none

New Business-

- Legal Compliance Per Capita: Illinois Laws & Rules: The Board reviewed materials.
- Standard for Public Libraries; Per Capita: Chapter 5 or Chapter 8 in Servicing Our Public: The Board reviewed materials.
- Background Checks for Staff & Volunteers: The Board agrees that background checks should be done for staff members and for volunteers that are eighteen or older. All volunteers should be supervised by a staff member. The Board directed H. Marino to find out the cost of background checks and to see if checks can be done in the Library. They also want him to find out what the cost is to have drug and alcohol testing done on site. The Policy Committee needs to add a policy for volunteers in the Policy Manual.
- Gates Grant: The Library will need to raise funds outside of the tax money that it receives. Fund raising ideas will be discussed at the Symposium. The Board recommended mentioning fund raising needs at the Meet & Greet on November 12, 2009. M. Blatter stated that she would ask Sam's Club about giving a donation.

M. Blatter motioned to sign the contract for the Gates Grant F. Drnek seconded the motion.

Roll call results were:

Aye- S. Hosek, M. Blatter, L. Santilli, F. Drnek, C. Dumas and J. Bruscato

Nay- none

Absent- J. Lopez

Abstain- none

- Print System: L. Santilli noted that she is concerned about the cost. H. Marino stated that there other systems, but they are not reliable and there is no support readily available. H. Marino has worked with Total Business Solutions and feels that they have good customer service. This system works with the current system that the Library uses. A couple of Board members want to see the system before making a decision. S. Hosek likes the potential of eliminating the staff from handling money, but she is concerned about how long it would be before the Library would see a profit. R. Richter is directed to include the Print System on the next Board Meeting agenda.
- Color Copier: The copier was added to Special Reserve Fund. H. Marino informed the Board that the Business Machine Agents reduced the price by fifteen percent. They also donated 800 hot dogs to the Library for the Safety Fair. S. Hosek directed H. Marino to send a thank you card to them for the hot dogs.

L. Santilli motioned to buy the color copier from Business Machine Agents and F. Drnek seconded the motion.

Roll call results were:

Aye- S. Hosek, M. Blatter, L. Santilli, F. Drnek, C. Dumas and J. Bruscato

Nay- none

Absent- J. Lopez

Abstain- none

- Microsoft Exchange Email: H. Marino stated that the Library's web based email is very poor and limited. The company that currently hosts the email does not have good customer service and staff members are unhappy with the email. H. Marino received three proposals for Microsoft Exchange/Outlook email system. The Board discussed prices and the amount of work that the companies would be doing. The supervisors would have full licenses. The rest of the staff and the trustees would have email accounts with light access.

L. Santilli motioned to use the company Outsource to purchase Microsoft Exchange and F. Drnek seconded the motion.

Roll call results were:

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

Nay- none

Absent- J. Lopez

Abstain- none

FYI- None

Other- There is no word yet on the retention files.

Hearing no objections the meeting was adjourned at 11:30 p.m.

Respectfully Submitted,

Marjorie Blatter; Secretary

(Minutes recorded by stenographer, Roberta Richter)