

**Stickney-Forest View Public Library District**  
**Board of Trustees**  
**Minutes of the Board Meeting**  
**September 21, 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, Trustee D. Adamcyk, Trustee J. Lopez, and Trustee C. Dumas. Present from the Library staff were Staff Liaison, M. Wrobel, Library Director, S. Cottonaro, and Meeting Stenographer, R. Richter. Absent from meeting: Treasurer L. Santilli and Trustee S. Hosek

**Community Input:** None

**Staff Liaison:** None to report

**Department Reports:** No discussion

**FYI:**

- *Muellermist estimate:* the broken pipe was fixed after the estimate was accepted by the Director
- *Suburban Life* ads

**Secretary's Minutes:**

- August 24, 2011- Regular Board Meeting Minutes: filed for audit as written
- September 8, 2011- Policy Committee Meeting

**Treasurer's Report:** The document needs to be updated with the most recently obtained CDs. The Director will speak with the Treasurer regarding this issue. There is more money than what is shown on the report.

**Revenue & Expense Report:** No discussion

**Transaction List by Vendor:** No discussion

**Warrants:** The Board reviewed the payroll from 8/1/11-8/14/11, pay date 8/24/11, check #8850-8851 & 15 debits, Fed tax, IL tax and IMRF are debits, State disbursement check #8849, payroll from 8/15/11-8/28/11, pay date 9/7/11, check #8867-8868 & 15 debits, Fed tax & IL tax were both debits, State disbursement check #8869, and payroll from 8/29/11-9/11/11, pay date 9/21/11, check #8887-8888 & 15 debits, State disbursement check #8889, Fed tax, IL tax and IMRF are debits.

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

Roll call results were:

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

Nay- none

Absent- L. Santilli and S. Hosek

Abstain- none

Invoices were reviewed. Invoices presented for payment were checks #8852-8866, 8870-8886, and 19 debits, totaling \$36,462.65

C. Dumas motioned to pay the invoices and D. Adamcyk seconded the motion.

Roll call results were:

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

Nay- none

Absent- L. Santilli and S. Hosek

Abstain- none

**Per Capita Grant: Chapter 2 of *Serving Our Public*:** Trustees need to review this chapter in order to be eligible to receive the per capita grant.

**Personnel Policy - Vacation Time:** At a past Board meeting, the Staff Liaison asked the Board to consider vacation time for tenured part-time employees. This issue was discussed at the Policy Committee Meeting on September 8, 2011. Clerks will receive a week's vacation upon their 5<sup>th</sup> anniversary of employment and every subsequent anniversary after that.

D. Adamcyk motioned to change the Policy regarding vacation pay for part-time employees and J. Bruscato seconded the motion.

Roll call results were:

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

Nay- none

Absent- L. Santilli and S. Hosek

Abstain- none

**Long Range Plan (5 year):** Working on a long range plan was part of the Director's evaluation. A meeting has been scheduled with the Department heads on Wednesday, September 28, 2011. The Head of Adult Services already has a plan for his department in place. The Director stated she wants each Department to have plans that will be incorporated into the Library's 5-year Plan.

**Holiday Staff Party- December 16:** Last year there was no holiday party. The staff would like to get together outside of the Library. The location suggested was Chef Shangri-la. The Director asked the Board to approve that the Library pay for the meal for the staff plus one guest each. There was discussion about the budget for the party, and whether or not guests should be included. The attending Trustees would like to table this discussion until the absent Trustees give their input, because they could not come to a consensus.

**New Business:** Miceli sent a quote to the Director for the repair of the problem with the drapes. The Director will email everyone the estimate. Electrical work would need to be done, as well as the purchase of new equipment. This subject will be discussed at the next Regular Board Meeting.

Hearing no objections the regular meeting was adjourned at 7:40 p.m.

Respectfully Submitted,

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