

Stickney-Forest View Public Library District
Board of Trustees
Minutes of the Regular Board Meeting
November 18, 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 J. Lopez and Trustee J. Bruscato. Also present were Circulation Services Supervisor/Staff Liaison E. Franklin, Library Director Hector Marino, Consultant Charisma Cannon, and meeting stenographer Roberta Richter. Trustee F. Drnek arrived at 7:10 p.m.

Newsletter Presentation-

H. Marino plans to bring the newsletter in house. E. Franklin presented his vision of what the newsletter would look like. His plan is to concentrate on the patron connection to the Library and Library staff. The Newsletter would feature a "Meet the Staff" section, which would include staff pictures, and reviews of materials. Each month he would like to have the patrons meet somebody that works in the Library. He feels there should be constant interaction between the Library and the patrons. He would like to send out mini-newsletters. They would come out every other month and update patrons on what is going on in the Library. They would be like the post cards that Bed Bath & Beyond send out. This is an inexpensive way to contact patrons. E. Franklin wants to provide staff email addresses on the Newsletter so that patrons can communicate with the staff. He would also like to feature community members in the Newsletter. They would state what they read or why they visit the Library. He would like to see continuity of projects and a united front in the Newsletter for each department. He would like it to look uniform. The Newsletter would include the following sections:

- Lead or main story. Something to connect to an event in the future and create an arc
- Random library stories
- Director's corner
- Board Area
- Friends of the Library section. This would include sources for volunteers and fundraisers
- Library Departments
- Calendar of Events

E. Franklin would like the graphics to look like they are popping off the page. He wants the graphics to be uniform. The collection will be advertised. He would like to push the technology piece, which would include the Wi-Fi and computer classes. S. Hosek would like to see some of the Newsletter information presented in Spanish. E. Franklin agreed that something can be included. H. Marino stated that the Newsletter would be printed in-house. E. Franklin is looking into getting glossy paper to print the Newsletter on. H. Marino mentioned that the Library has one year free maintenance and toner on the new copier. There was discussion about the mailing of the Newsletters and the fact that they have to be tabbed. J. Lopez recommended going to AlphaGraphics to do the printing. The Library currently distributes over 4,200 Newsletters. H. Marino mentioned that software would need to be purchased. M. Blatter noted that manpower would be needed as well and questioned what the Library would do after the free year of maintenance was over. The Board agreed that E. Franklin should purchase the software he needs to do the layout for both the Newsletter and the additional mailer in-house, but that he should use AlphaGraphics to do the printing and distribution. The Board gave a directive to find out the cost

for layout in-house and printing outside. L. Santilli agreed to attempt to get a deal on the Adobe In Design.

Community Input- None

Staff Liaison- Dress Code: E. Franklin and H. Marino were asked to come back to Policy Committee after working with the Supervisors regarding clarification on the Policy.

Director's/Supervisor's Reports-

Director's Report: L. Santilli asked why the Wi-Fi was not advertised at the kickoff. C. Cannon stated that she had handouts available, but nobody was taking them. H. Marino stated that he intends to put up signage next week. The Board would like to see something on the windows and on the outdoor sign. C. Cannon said a brochure will be coming. L. Santilli stated that the SWC ensured that the DMZ was up in order to advertise it, and she is concerned that it was not really mentioned at the Meet & Greet. The Board directed H. Marino to have advertising for the Wi-Fi up in one week.

SWC: S. Hosek stated that she felt there is some contention with SWC and would like to discuss it when they get to the Secretary's minutes.

H. Marino was approached by Board Members and asked to join the Lions Club. S. Hosek does not feel that it is necessary for him to pay out of his pocket. S. Hosek motioned that the Library pay for H. Marino to join the Lions Club and C. Dumas seconded the motion.

Roll call results were:

Aye- S. Hosek, C. Dumas, J. Lopez and J. Bruscato

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

Absent- none

Abstain- none

H. Marino was invited to a Book Fair in Mexico. He requested that the Library pay his salary while he is there, instead of taking vacation time. The Board discussed the proposal. S. Hosek motioned that the Library pay his salary while he is in Mexico and J. Lopez seconded the motion.

Roll call results were:

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

Nay- F. Drnek

Absent- none

Abstain- none

L. Santilli noted that H. Marino would be giving M. Arellano the responsibility of coordinating the Library Volunteer Program and the Building and Maintenance tasks. She asked if he was giving him small task or if he was making M. Arellano responsible for the entire building. H. Marino stated that he would be working with M. Arellano on some of the tasks. L. Santilli asked who would be meeting with the service people. H. Marino said that he would meet with the vendors. He then stated that M. Arellano would meet with the vendors and report to H. Marino afterward. L. Santilli asked for clarification and H. Marino stated that he, not M. Arellano would

meet with the vendors.

Adult Services Report: The staff is waiting for a directive regarding moving Interlibrary Loan to Circulation. E. Franklin explained that most libraries in our system have Interlibrary Loan at the Circulation desk. He attended a meeting at system last week for Circulation and ninety percent of the discussion was about Interlibrary Loan. E. Franklin and S. Cottonaro believe that C. Feehan should join the Circulation team. The work she performs in Adult Services is handling the Interlibrary Loans. Currently patrons are being sent over to Adult Services to have their holds taken care of. E. Franklin would like the staff at Circulation to be able to do these tasks. This would include the pick list, Interlibrary Loan and OCLC. S. Cottonaro would like to post an ad for a new staff member. She would like to hire somebody that is more into programming, answering reference questions, and working on the website, as well as other Adult Services type work. The Board asked if anybody has discussed this move with C. Feehan. H. Marino stated that she has not been made aware of it yet and that there are some issues with C. Feehan and the job description, the schedule, and not following instructions from her supervisor. There is an issue with the amount of time that it takes her to complete her work. S. Hosek felt that the Director should handle this issue. H. Marino stated that the Supervisor is handling the performance issues. He stated that C. Feehan would be moved to Circulation. S. Hosek said that it will be up to H. Marino to decide if another person can be hired for Adult Services. H. Marino said that he is asking E. Franklin, S. Cottonaro and N. Pajeau to work together on a plan for public services. He wants them to list clear goals of what they will accomplish and how they will do it.

Circulation Services Report: The staff has purged 38% of the records. The goal of the Library is to bring in new more patrons. Marketing should bring more patrons in. One goal is to increase card holders.

Youth Services Report: The Board is sorry to see that D. Hoffman is leaving. She will continue to do knitting classes

Technical Services Report: National Gaming Day was successful. The computer inventory has been done. M. Arellano will be working on volunteer program.

Cannon Consulting-

- Logos: there is a concern that when the printing is small you cannot read some of the printing. There is discussion about the 75th Year Anniversary logo.
- Corporate identity logo: The designer is readying the files and will move forward.
- Events for 2010: C. Cannon will be meeting with the staff to pick dates for events. The Library will do a kick-off event for the patrons. S. Hosek would like some programs that would appeal to adults for the kick-off. L. Santilli recommended having A. Solomon's friend, Jimmy Boyce, perform in the Library again. The live music was enjoyable and the price he charges is very reasonable. The Board agreed that 11:00 a.m. is a good time to begin events.
- Chicago Bulls: C. Cannon is hoping to have a player, Benny the Bull, or a Luvabull come out to the Library as a part of their "Read to Achieve" program.

- L. Santilli had a concern with asking children to join Facebook. C. Cannon noted that the Library could choose an age that would be okay with the schools.
- National Book Month. C. Cannon will post a writing contest on Facebook as well as post the information around the Library. S. Hosek asked if instead of giving away Borders certificates, could we buy books and give them away as gifts. C. Cannon is going to attempt to get donations from Borders.
- Food festival: F. Drnek recommended checking with Trader Joes as well as Whole Foods for information for a food festival. She also stated that Whole Foods will come out and do a presentation about nutrition.
- C. Cannon would like to host a Mardi Gras. The patrons can be given phony money and they can bet on games and choose prizes. R. Richter recommended decorating the balcony to look like the balconies in New Orleans. C. Cannon would also like to have a Vegas Night for the adults in the summer.
- February is Library Lovers Month. C. Cannon would like to have a fundraiser where patrons can donate money in cans that would be placed around the Library. R. Richter asked if the money raised could be used toward the funds needed for the Gates Grant and C. Cannon said that it could. C. Cannon would like to do something with the Chocolate candy bars that were shown to the Board at a previous meeting. R. Richter recommended finding out if Mike Niksic would come in and do his Chocolate Chocolate program. She also mentioned possibly highlighting the book and movie Chocolat.
- March would include a youth art explosion program and the Library would host fitness classes.
- National Library Week is in April. C Cannon would like to get people from the local area to speak. The Board directed C. Cannon to check with the staff before planning anything for National Library Week, because there are usually events planned.
- C. Cannon would like to have a writing contest with schools. The topic would be “Why Libraries Are So Important”. She is approaching Best Buy for donations.
- April the 14th is National Library Workers Day. C. Cannon would like to do something fun for the staff.
- National Diversity. Food month. Have a taste of Stickney. R. Richter recommending speaking with Kim Litland from Brookfield Library. Their Taste of Brookfield program was a great success.
- Comcast Cares Day: The Library has to have a pitch in to Comcast by January. There is discussion about what types of tasks can be given to the volunteers from Comcast. Some tasks noted were: planting flowers, raking, weeding, and reading to the kids. S. Hosek recommended asking if we can share the volunteers with our neighboring Libraries. R. Richter suggested trying to get the Zone 2 Libraries involved.
- Concepts for the Village Sticker: F. Drnek motioned to use the first picture out of the choices of pictures and J. Bruscato seconded the motion.

Roll call results were:

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

Nay- none

Absent- none

Abstain- none

- The Library does not yet know how much money was made on the Carson’s Community Days fundraiser.

- Rick Smitz from Sahs School sent a Thank You to the Library for the 75th Year Anniversary kick-off event.

Secretary's Minutes-

- October 26, 2009- Technology Committee Meeting: filed for audit as written.
- S. Hosek motioned to go into Executive Session and M. Blatter seconded the motion. SWC and H. Marino's role would be discussed in Executive Session.

Roll call results were:

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

Nay- none

Absent- none

Abstain- none

The Board came back from Executive Session at 10:33 p.m.

M. Blatter motioned to dismiss Hector Marino from the Director position, releasing him from his contract with a payout of six weeks of vacation/sick pay and C. Dumas seconded the motion.

Roll Call:

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

Nay- J. Lopez

Absent – none

Abstain – none

H. Marino was asked to return to the meeting. The Board decided that H. Marino is not ready for a Director's position at this time. His presence in the Library has not been felt and the employees do not feel he is giving them proper direction. The Board gave him a directive and he did not follow it. Communication is lacking between him and his staff. The Board received reports from several staff members which stated that they are not happy.

H. Marino stated that he feels it requires time to get along with the staff and with the Trustees. He noted that he has been spending a lot of hours working and talking with the staff and that he followed the directions from the Trustees. He logged the hours that he spent in staff meetings. He has been out in the community, working with the vendors, dealing with the insurance company and attempting to work with the trustees. He does not have any problem with anybody on the staff. He feels he has done his best to defend the Library. He realizes that he did not do everything, but feels that he has done his best and believes that he can work on some of the problems that the Trustees are noting. He needs to work on the plan and the vision. After the last Board meeting he stated that he began working immediately with the staff and vendors. S. Hosek stated that the Board has made their decision. She thinks that he is a great consultant but does not feel that this is where he belongs.

H. Marino stated that he has been working on several projects and would be willing to continue working on them. S. Hosek said that the projects will be handed over to the appropriate staff members. The following is a list of outstanding projects:

- Replacement of computers
- Building and Maintenance Plan
- Updating policy manual
- Finances

The Board requested H. Marino's Library keys, passwords, and cell phone. H. Marino exited.

- October 28, 2009- Regular Meeting: filed for audit as written
- October 29, 2009- Policy Committee: filed for audit as written

Communications- The Library received a Thank You card from the Cinnamon Chicks from the Red Hat Society.

Financial Report-

Treasurer's Report: A small amount of tax money is coming in.

Revenue & Expense Report: Video rentals are up. Two months ago we received donations from two different organizations. The budget looks good in regards to expenses.

Transaction List by Vendor: Debt payment for the bond will be paid this month. There is a payment for the Metropolitan Library System that was voided last month, which has been resubmitted with separate checks this month.

Warrants-

The board reviewed the payroll from 10/12/09-10/25/09 pay date 11/04/09, check numbers 7566-7569, and 11 Debits, Federal tax is a Debit, IL tax is check number 7570 and IMRF is a debit L. Santilli motioned to pay the payroll and C. Dumas seconded the motion.

Roll call results were:

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

Nay- none

Absent- none

Abstain- none

Invoices were reviewed. Invoices presented for payment were check numbers: 7571, 7573, 7575-7599 & 6 Debits, VOIDS: 7549 & 7574, Spoiled: 7572 totaling \$250,191.77.

L. Santilli motioned to pay all of the invoices and M. Blatter seconded the motion.

Roll call results were:

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

Nay- none

Absent- none

Abstain- none

New Business-

Levy Ordinance: F. Drnek motioned to pass the Levy Ordinance Number 2010-06 and C. Dumas seconded the motion.

Roll call results were:

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

Nay- none

Absent- none

Abstain- none

Budget & Appropriations: F. Drnek motioned to pass the Budget & Appropriations Ordinance Number 2010-05 and L. Santilli seconded the motion.

Roll call results were:

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

Nay- none

Absent- none

Abstain- none

Building & Maintenance: F. Drnek motioned to pass the Building & Maintenance Tax Ordinance Number 2010-02 and L. Santilli seconded the motion.

Roll call results were:

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

Nay- none

Absent- none

Abstain- none

Blue Line II Snow Removal Proposal: S. Hosek motioned to accept the proposal from Blue Line II for snow removal and C. Dumas seconded the motion.

Roll call results were:

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

Nay- none

Absent- none

Abstain- none

Other-

Date for Audit Presentation: December 9, 2009 at 7:30 p.m.

Print System Proposal: This project will be postponed until a new Director is hired. The Circulation staff can consider moving the printer behind the counter.

Public Fax Proposal: R. Richter will find out which other libraries in the system have the public fax machines so that the Board can view the system.

Champion/Electrical Proposal: The Library would have to pay two bills, one to Champion and one to ComEd. The Board decided not to use this company.

Revised Employee Contact List: S. Hosek thanked R. Richter for the revised list.

Chief Fiscal Officers Certificate of Estimated Revenues: L. Santilli, Board Treasurer signed the Chief Fiscal Officer's Certificate of Estimated Revenues.

Discussion regarding search for new Director: The Board directed R. Richter to contact Laura Bruzas regarding beginning the search for a new Director. F. Drnek liked two of the candidates that were interviewed during the last round. S. Hosek agreed that she liked one of them. The Board agreed that the job needs to be posted as soon as possible. L. Santilli wanted the staff to be clear on who they should go to when they have questions. S. Hosek stated that she believes that

S. Cottonaro would do a great job. She recommended that S. Cottonaro and R. Richter handle the day to day running of the Library and handle any issues that arise. L. Santilli agreed to come in and update the staff.

Hearing no objections the meeting was adjourned at 11:32 p.m.

Respectfully Submitted,

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