

**Minutes of the
Stickney-Forest View Public Library District
General Meeting of the Library Board of Trustees
February 24, 2016
7:00pm**

The meeting was called to order at 7:01 pm by Board President pro-tem, A. Murillo. Present at roll call were Treasurer S. Hosek, Secretary M. Blatter, and Trustees J. Lopez and L. Valencia. President Morrison and Trustee E. Montiel were absent from the meeting.

Present from the Library staff were Director H. Shlah and meeting stenographer J. Chavez Buchanan.

Secretary's Minutes:

January 27, 2016 – Regular Board Meeting Minutes: Accepted and filed for audit.

February 10, 2016 – Special Meeting – Building Committee: Accepted and filed for audit.

February 17, 2016 – Special Meeting – Public Engagement Event: Accepted and filed for audit.

Comments for the Public:

None

Secretary's Report/Correspondence:

The Library has received tax objections from 2010.

The Library received a thank you note from St Pius X for a donation of tickets to the Lion's Club Spaghetti Dinner.

Financial Report:

Treasurer's report (January): Accepted as presented

Profit and Loss Report (January): Accepted as presented

Transaction List (January): Accepted as presented

Warrants:

Payroll: The Board reviewed payroll from 1/11/16-1/24/16: pay date 1/29/16

Check # 19 Direct Deposits

Federal Tax EFT # Filed by Paylocity

IL Tax EFT # Filed by Paylocity

IMRF: Ref.#: 31120, EFT#: 0541801

Voided Checks – None

Payroll: The Board reviewed payroll from 1/25/16-2/7/16: pay date 2/24/16

Check # 19 Direct Deposits

Federal Tax EFT # Filed by Paylocity

IL Tax EFT # Filed by Paylocity

IMRF: None

Voided Checks – None

- Secretary M. Blatter motioned to pay payroll and Treasurer S. Hosek seconded the motion.

Roll call results were:

- Aye- S. Hosek, M. Blatter, J. Lopez, A. Murillo and L. Valencia
- Nay- None
- Absent- D. Morrison and E. Montiel
- Abstain- None

Invoices: Invoices were reviewed and the invoices presented for payment were:

Checks # LC 11441-11486, 3 EFTS's, 16 Debit/Credit Card Transactions and 0 Petty Cash Total Amount \$36,714.49

- Trustee J. Lopez motioned to pay the invoices and Trustee A. Murillo seconded the motion.

Roll call results were:

- Aye- S. Hosek, M. Blatter, J. Lopez, A. Murillo and L. Valencia
- Nay- None
- Absent- D. Morrison and E. Montiel
- Abstain- None

Department Reports:

Director's Report

Accepted as presented

Committee Reports:

Building Committee Report – Trustee Joe Lopez

The Building Committee will revisit other carpet options.

Unfinished Business:

None

New Business:

a. Library Holiday Schedule (Adopt)

Secretary M. Blatter motioned to adopt the Library Holiday Schedule, Trustee A. Murillo seconded the motion.

Roll call results were:

- Aye- S. Hosek, M. Blatter, J. Lopez, A. Murillo and L. Valencia
- Nay- None

- Absent- D. Morrison and E. Montiel
- Abstain- None

b. Personnel Policy Review (Adopt, as reviewed)

Trustee J. Lopez motioned to adopt the Personnel Policy Review as reviewed, Trustee L. Valencia seconded the motion.

Roll call results were:

- Aye- S. Hosek, M. Blatter, J. Lopez, A. Murillo and L. Valencia
- Nay- None
- Absent- D. Morrison and E. Montiel
- Abstain- None

c. Social Media Policy Review (Adopt)

Trustee L. Valencia motioned to adopt the Social Media Policy, as presented, Secretary M. Blatter seconded the motion.

- Aye- S. Hosek, M. Blatter, J. Lopez, A. Murillo and L. Valencia
- Nay- None
- Absent- D. Morrison and E. Montiel
- Abstain- None

d. Circulation Policy Review (Adopt, as reviewed)

Treasurer S. Hosek motioned to adopt the Circulation Policy, as reviewed. Trustee A. Murillo seconded the motion.

Roll call results were:

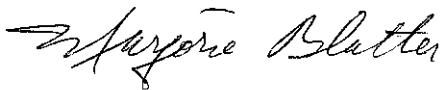
- Aye- S. Hosek, M. Blatter, J. Lopez, A. Murillo and L. Valencia
- Nay- None
- Absent- D. Morrison and E. Montiel
- Abstain- None

e. Food in the Library Policy – New

The Library Policy has been tabled until further notice.

Having no further business the meeting was adjourned at 8:28 PM.

Respectfully Submitted,



Marjorie Blatter, Secretary