

**Stickney-Forest View Public Library District
Board of Trustees
July 23, 2014**

The meeting was called to order at 7:11 pm by Board President D. Adamczyk. Present at roll call were President D. Adamczyk, Secretary M. Blatter and Trustees C. Dumas and L. Valencia. Treasurer S. Hosek entered the meeting at 7:39. Trustee J. Lopez entered the meeting at 8:17. Trustee A. Murillo was absent from the meeting. Present from the Library staff were Director H. Shlah, Head of Popular Services L. Shell and meeting stenographer J. Mueller.

Secretary's Minutes:

June 18, 2014 – Regular Board Meeting Minutes: Accepted with no corrections and filed for audit.

Secretary's Report/Correspondence:

Director H. Shlah presented correspondence as follows: Invitation to participate in DECO Expo sponsored by Illinois Energy Now. Mr. Louis Viverito sent a letter of thanks to Director H. Shlah about her recent editorial in the Berwyn Life.

Financial Report:

Treasurer's report: None

Revenue & Expense Report & Balance Sheet: Trustee L. Valencia inquired about donation expenses. Discussion ensued regarding donation income offset. Trustee L. Valencia commented on insurance budget line shortfall. Discussion ensued regarding premium reimbursement as an offset as a result of joining LIRA.

Transaction List by Vendor/Check Summer: M. Blatter inquired about costume rental charge.

Warrants:

Payroll: The Board reviewed payroll from 6/02/14-6/15/14: pay date 6/20/14

Check # 20 Direct Deposits

Federal Tax EFT #270457172960247

IL Tax EFT #0-586-981-120

IMRF: EFT #0541801 Ref#869306

Voided Checks – None

Payroll: The Board reviewed payroll from 6/30/14: pay date 6/30/14 (vacation payout)

Check # 11 Direct Deposits

Federal Tax EFT #270458153146199

IL Tax EFT #0-726-810-368

IMRF: None

Voided Checks – None

Payroll: The Board reviewed payroll from 6/16/14-6/29/14: pay date 7/03/14
Check # 19 Direct Deposits
Federal Tax EFT #270458450472071
IL Tax EFT #1-881-472-768
IMRF: EFT#0541801 Ref#18592
Voided Checks – None

Payroll: The Board reviewed payroll from 6/30/14-7/13/14: pay date 7/18/14
Check # 20 Direct Deposits
Federal Tax EFT #270459932820672
IL Tax EFT #1-451-839-616
IMRF: None
Voided Checks – None

- C. Dumas motioned to pay payroll and M. Blatter seconded the motion.

Roll call results were:

- Aye- D. Adamczyk, M. Blatter, C. Dumas and L. Valencia
- Nay- None
- Absent- S. Hosek, A. Murillo and J. Lopez
- Abstain- None

Invoices: Invoices were reviewed; the invoices presented for payment were:
Checks # LC 10513-10575, 9 EFT's, 12 Debit/Credit Card Transactions and 2 Petty Cash
Voided Checks- 10526-10527, 10530 and 10566
Total Amount \$43,976.96

- D. Adamczyk motioned to pay the invoices and L. Valencia seconded the motion.

Roll call results were:

- Aye- D. Adamczyk, M. Blatter, C. Dumas and L. Valencia
- Nay- None
- Absent- S. Hosek, A. Murillo and J. Lopez
- Abstain- None

Department Reports:

Director's Report- Assistant Director J. Blazek and M. Fosses are nearing completion of the new website. Director H. Shlah discussed the upcoming OPAC/circulation software upgrade.

Committee Reports: None Presented

Unfinished Business

Ratification to have Anchor Mechanical, Inc. complete the 2nd high efficiency HVAC replacement project

- S. Hosek motioned to ratify the decision to have Anchor Mechanical, Inc. complete the 2nd high efficiency HVAC replacement project. D. Adamczyk seconded the motion.

Roll call results were:

- Aye- D. Adamczyk, S. Hosek, M. Blatter, C. Dumas and L. Valencia
- Nay- None
- Absent- A. Murillo and J. Lopez
- Abstain- None

New Business

Motion to approve FY15 Budget

- S. Hosek motioned to adopt FY15 Budget and C. Dumas seconded the motion.

Roll call results were:

- Aye- D. Adamczyk, S. Hosek, M. Blatter, C. Dumas, J. Lopez and L. Valencia
- Nay- None
- Absent- A. Murillo
- Abstain- None

Motion to adopt the Prevailing Wage Ordinance FY15-02

- S. Hosek motioned to adopt Prevailing Wage Ordinance FY15-02 and C. Dumas seconded the motion.

Roll call results were:

- Aye- D. Adamczyk, S. Hosek, M. Blatter, C. Dumas, J. Lopez and L. Valencia
- Nay- None
- Absent- A. Murillo
- Abstain- None

Motion to adopt the Budget and Appropriation Ordinance FY15-03

- D. Adamczyk motioned to adopt Budget and Appropriation Ordinance FY15-03 and L. Valencia seconded the motion.

Roll call results were:

- Aye- D. Adamczyk, S. Hosek, M. Blatter, C. Dumas, J. Lopez and L. Valencia
- Nay- None
- Absent- A. Murillo
- Abstain- None

Motion to the complete the annual secretary minutes audit for FY14 by next week as presented to complete the annual s

D. Adamczyk motioned secretary minutes audit for FY14 by next week as presented and S. Hosek seconded the motion. Roll call results were:

- Aye- D. Adamczyk, S. Hosek, M. Blatter, C. Dumas, J. Lopez and L. Valencia
- Nay- None

- Absent- A. Murillo
- Abstain- None

Other Business:

H. Shlah discussed changing the personnel policy in order to not payout vacation at the end of the fiscal year.

H. Shlah discussed the successes of J. Mueller providing a Bunco program and M. Fosses providing computer help for seniors offsite at the Stickney Township Department of Health – North Location. S. Hosek suggested we try and sign up the seniors who do not have Library cards. A Home delivery service was discussed. This topic will be placed on a future agenda for further discussion.

Having no further business the meeting was adjourned at 9:06 PM.

Respectfully Submitted,

Marjorie Blatter, Secretary