

**Stickney-Forest View Public Library District  
General Meeting of the Board of Trustees  
March 25, 2015**

The meeting was called to order at 7:01 pm by Board President D. Adamczyk. Present at roll call were Secretary M. Blatter, Treasurer S. Hosek, Trustees C. Dumas, Trustee J. Lopez, Trustee L. Valencia. Trustee A. Murillo was absent from the meeting.

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

**Secretary's Minutes:**

January 28, 2015 – Regular Board Meeting Minutes: Accepted with no corrections and filed for audit.

February 24, 2015 – Regular Board Meeting Minutes: Tabled for next month's Board meeting.

**Comments for the Public:**

None

**Secretary's Report/Correspondence:**

The Library received correspondence from the Office of the Secretary of State Jesse White. The Illinois State Library Construction Grant Review Committee held its public hearing on February 26, 2015. Due to the number of applications and lack of funding the Library's grant request was approved for funding but due to financial constraints funding would not be forthcoming. The Library was encouraged to reapply for funding.

State Representative Silvana Tabares sent thanks to the Library for our leadership in the community.

Stickney Township President Louis Viverito sent an invitation to all Trustees to the grand opening of the Senior Center in Burbank on April 29, 2015 at 2:00pm.

**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 1/12/15-1/25/15: pay date 1/30/15

Check # 21 Direct Deposits

Federal Tax EFT #270543015824997

IL Tax EFT #0-390-690-432

IMRF: EFT #0541801 Ref. #05406

Voided Checks – None

**Payroll:** The Board reviewed payroll from 1/26/15-2/8/15: pay date 2/13/15

Check # 21 Direct Deposits

Federal Tax EFT #27054463622138

IL Tax EFT #1-587-801-728

IMRF: None

Voided Checks – None

- D. Adamczyk motioned to pay payroll and C. Dumas seconded the motion.

Roll call results were:

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

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

Checks # LC 10885 - 10921, 3 EFTS's, 6 Debit/Credit Card Transactions and 1 Petty Cash

Total Amount \$38,016.97

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

Roll call results were:

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

**Treasurer's report (February):** Accepted as presented

**Profit and Loss Report (February):** Accepted as presented

**Transaction List (February):** Accepted as presented

**Payroll:** The Board reviewed payroll from 2/9/15-2/22/15: pay date 2/27/15

Check # 21 Direct Deposits

Federal Tax EFT #270545832967995

IL Tax EFT #0-715-473-280

IMRF: REF#: 24714 EFT#: 0541801

Voided Checks – None

**Payroll:** The Board reviewed payroll from 2/23/15-3/7/15: pay date unscheduled 2/27/15

Check # 1 Direct Deposit

Federal Tax EFT #270546245613094

IL Tax EFT #0-121-348-480

IMRF: None

Voided Checks – None

**Payroll:** The Board reviewed payroll from 2/23/15-3/8/15: pay date 3/13/15

Check # 22 Direct Deposits

Federal Tax EFT #270547283191685

IL Tax EFT #0-279-748-992

IMRF: REF#: None

Voided Checks – None

- C. Dumas motioned to pay payroll and L. Valencia seconded the motion.

Roll call results were:

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

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

Checks # LC 10922 - 10978, 4 EFTS's, 18 Debit/Credit Card Transactions and 1 Petty Cash

Total Amount \$41,043.25

- S. Hosek motioned to pay invoices and D. Adamczyk seconded the motion.

Roll call results were:

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

**Department Reports:**

**Director's Report-**

The Code Review process is complete. We will be appointing a building committee. The St. Baldrick's fundraiser was a great success; with both a large number of attendees and significant funds were raised. We had a productive Staff Institute Day on Friday, March 13<sup>th</sup>. The staff was given the Board approved Employee Handbook along with Safety Information Manual.

Trustee Dumas' Board term is up and we thanked him for his service. Trustee Dumas stated that he is proud of the library and all of the recent improvements.

Department Head Reports

**Committee Reports:** None

## **Unfinished Business:**

### **New Business:**

**a. Motion to Adopt the Circulation Policy, Gift and Donation Policy, Internet Policy, Notary Policy, Teen Space Policy, Unattended Children Policy. (Action – Approved as Reviewed)**

- C. Dumas motioned to approve as reviewed the Circulation Policy, Gift and Donation Policy, Internet Policy, Notary Policy, Teen Space Policy, Unattended Children Policy and D. Adamczyk seconded the motion.

Roll call results were:

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

**b. Motion to Adopt the Solicitation Policy (Action - Adopt)**

- D. Adamczyk motioned to adopt the Solicitation Policy and L. Valencia seconded the motion.

Roll call results were:

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

**c. Motion to Adopt the Ordinance Calendar (Action - Adopt)**

- M. Blatter motioned to adopt The Ordinance Calendar and C. Dumas seconded the motion.

Roll call results were:

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

**d. Motion to Adopt FY 2015-2016 Holiday Closures (Action - Adopt)**

- S. Hosek motioned to adopt the FY 2015-2016 Holiday Closures and L. Valencia seconded the motion.

Roll call results were:

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

## **Other Business:**

a. Appoint Building Committee Members

Appoint committee members for building committee. Staff member to be appointing are Jesse Blazek and Kirsten Heitz and Trustees Joe Lopez and Lety Valencia. We will also appoint members of the community

b. Distribute proposed Financial Policies for discussion/approval at April's general meeting

Motion to adjourn

Having no further business the meeting was adjourned at 8:21PM.

Respectfully Submitted,

Marjorie Blatter, Secretary