

**Stickney-Forest View Public Library District**  
**Board of Trustees**  
**Minutes of the Regular Board Meeting**  
**April 28, 2010**

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, Trustee F. Drnek and Trustee J. Bruscato. Present from the Library staff: Staff Liaison, GERALYN Fitzgerald; Library Director, S. Cottonaro, and meeting stenographer, Roberta Richter. Also present was Marketing Consultant, Kimberly Rodriguez.

**Community Input-** Patrons: Monica, Angelica, Norma and Gina came to the meeting in order to express their sadness at the departure of employee Oscar Arellano. They wanted to inform the Board and Director of their desire for the Spanish computer classes to continue. The Parents as Teachers classes are a great assistance to them. The children are learning to speak English in the classes and the mothers are able to take advantage of the computer classes while the children are in P.A.T.S. The classes are allowing the mothers to get out of the house, and to feel good. Patrons from other libraries are utilizing this Library's services. S. Cottonaro informed the mothers that the Library is open to listening to suggestions for other programs for mother to attend while their children are in programs. The Board thanks the women for their input and expresses that the computer classes are important to the community. S. Cottonaro informed the Board that the Newsletter is now being printed with Spanish translation. She will speak with N. Pajeau regarding the Spanish collection in Youth Services.

**Marketing Consultant/Kim Rodriguez Report-**

- Thank you notes were sent out to donors.
- Sent out information in order to obtain permits for the Anniversary Celebration in August. The park is available in case it is decided to have the celebration there.
- Videos will go the Library website re: the Gates Grant.
- The Navy band will not perform at the Celebration, but they agreed to come another time. She is waiting to hear back from Army band. She will be seeking out local talent if the Army band cannot attend. Some ideas she is considering would be dueling Mariachi bands or the high school jazz band.
- In May, K. Rodriguez will be working with N. Pajeau to present a program that is a talk about forest preserves and 75 years of change.
- The date for the Anniversary event will be August 21, 2010. The Board would like the Library to be open during the event. Staffing and the time of the event have not been decided yet. K. Rodriguez will attempt to get volunteers to work at the event.
- Invitations will be sent to public officials. If the time of the event goes past ten p.m. the Library will need to pay for police presence.
- J. Lopez stated that there would probably not be any extra charges for garbage pickup.

- If food is served a health inspector will have to come out. S. Hosek suggested having hot dogs and bags of chips or pizza by the slice to keep it simple. Angelicas and Villa Nova were suggested for the pizza purchases.
- K. Rodriguez should make sure that Sahs School is included.
- Requests for donations will be sent out to vendors. K. Rodriguez would like to fill up bags with items for donations. She intends to ask friends for electronic donations.

**Staff Liaison-** None

**Administration/Supervisor Reports-**

- Technology report: The Board questioned if there is a way to increase the number of computers that the Library has. S. Cottonaro has M. Arellano working on this issue. Space needs to be considered. One suggestion has been to put computers on the balcony. S. Cottonaro is looking at getting furniture on the balcony.
- Youth Services: S. Cottonaro will confirm that N. Pajeau gives a donation to the University of Illinois Extension program after they present at the Library.
- Director's Report: S. Cottonaro will make a decision regarding whether or not to keep at least one Sam's Club card. Blue Ray titles can be added to the collection and their circulation statistics can be monitored. The "We the People" Grant is a collection of materials for grades K-12 and included resources to provide programs. The collection is displayed on the first floor. N. Pajeau will work on the programming for Youth Services and E. Seeskin will work on teen programming. The Meccho shades need to be on separate circuits for each shade. An electrician has to come in and see how many motors there are. There was a question as to whether or not the electricians changed the size of the motor(s) when the larger blinds were placed on the windows. Hypower needs to come out and see if they are on separate motors, and if they aren't they will need to be fixed. If they are on separate motors, the shades people will need to fix them. Files need to be located regarding the shades.

**Secretary's Minutes-**

- March 24, 2010- Regular Meeting: filed for audit as written
- March 24, 2010- Executive Meeting: filed for audit as written
- April 7, 2010- Technology Committee Meeting Minutes: The Library is currently buying on the Wii games because the Library has the Wii system, and this enables the Library to have a larger collection of games. The topic is open for discussion.
- April 7, 2010- Building & Grounds Committee Meeting Minutes: The Board discussed what should be done regarding the stairs. J. Lopez will contact Bob Novotny and they will meet with S. Cottonaro regarding coating the stairs. The Board felt that the railings need to be replaced. R. Richter will pull the files from the last proposals. The Board directed S. Cottonaro to contact Muellermist to find what needs to be done to get the broken sprinkler

operational. A book drop for the Oak Park entrance will be purchased. R. Richter will contact the vendor regarding installation and freight.

### **Communications-**

- Memorandum from Library Attorney, Roger Ritzman
- Gates Grant Information: The Library has until August 15, 2010 to install equipment for phase-one. Lojack will be put on the laptops so they can be tracked. Extra funds can put on the side for future maintenance. It still has to be decided how the laptops will be checked out. Patrons can use their flash drives on the laptops. They will also be able to print from the laptops if the Board votes to purchase the new print system. The Circulation staff will check them in and out and will be trained to troubleshoot them. S. Cottonaro will look into whether or not the warranty covers physical damage that might be done by patrons. She will also look at the Library's current insurance to see if this type of damage would be covered.
- The Friends of the Library is disbanding. Doris Helebrandt is giving refunds to patrons that have lifetime memberships. Once the checks clear, the monies left over will be given to the Library.

### **Financial Report-**

**Treasurer's Report:** One CD will be opened at Citizen's Community Bank; the rate offer is 1.25%. Standard Bank could only offer .5%.

**Revenue & Expense Report:** The budget is currently over on revenues, and under on expenses. The Library Attorney reviewed a current tax bill and stated that everything is coded correctly and Central Stickney was added on with the last tax bill. S. Cottonaro agreed to email F. Drnek with the number of Central Stickney patrons. The Special Reserve vacation line item was put into place in case an employee retires and will paid out a large sum of vacation time.

**Transaction List by Vendor:** None

**Warrants-** The board reviewed the payroll from 3/15-3/28/10, pay date 4/7/10, check #7880-7882, and 12 Debits, Federal tax is a Debit, IL tax is check #7883; and payroll from 3/29-4/11/10, pay date 4/21/2010, check #7908-7910 and 11 Debits, Federal tax is a Debit, and IL tax is check #7911 and IMRF is a Debit.

C. Dumas motioned to pay the payroll and J. Lopez 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 #s 7856-7857, 7859-7879, 7885-7892, 7894-7907, and 7913-7925; two Voids check numbers 7858 & 7893, and 4 Debits, totaling \$34,901.42

C. Dumas motioned to pay all of the invoices 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 Board took at break at 8:15 p.m.

The meeting came back into session at 8:25 p.m.

### **New Business-**

**Group Database Purchase:** The Metropolitan Library System is offering a group database purchase at sixty percent less than what was paid last year. A few libraries in the system opted out of the purchase and MLS made it mandatory

L. Santilli motioned to approve Ordinance 2010-08 approving Intergovernmental Agreement with Metropolitan Library System, 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

### **Job Descriptions:**

- S. Cottonaro presented job descriptions to the Board for Administration and discussed the job descriptions with the Board. S. Cottonaro will continue to work on the descriptions and will present revised copies to the Board in May.
- The Board discussed updating compensation for an employee. S. Cottonaro will be updating the compensation of this employee, with a limited amount of retroactive pay.
- Adult Services and Circulation Services will not be combined, but rather they will continue to have separate Supervisors. A current employee was promoted to Adult Services Supervisor and the current Circulation Supervisor will remain in that position. The two departments will be working closely together to provide services.

**Security Gates purchase (discussed at Building & Grounds):** The Board discussed proposals for the Security Gates. F. Drnek motioned to accept the proposal from 3M 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

***Print System purchase (discussed at Technology):*** The Board discussed print system features and the proposal to purchase a print system from Today's Business Solution. F. Drnek motioned for the purchase of the print system with the coin tower 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

***Approval to Update Amount of Per Capita Grant on Budget:*** The amount that the Library will be receiving from the state has changed. The dollar amount in the budget will be updated to reflect the amount which the state will be awarding to the Library.

**FYI-**

***Special Reserve Funds:*** The Library received three invoices from the company Versatile for work done in relation to the Wireless Fidelity. The company had been emailing the invoices to employees who are no longer employed at the Library. The invoices will be paid with monies from the technology line of the Special Reserve Fund.

**Other-**

***Ads from Suburban Life***

***Cleaning Company Contract:*** A decision was made to remain with Clean Net for the Library's cleaning service.

F. Drnek motioned to go into Executive Session at 9:35 p.m., regarding a legal matter 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

The Board came back into Open Session at 9:55 p.m. with direction given to S. Cottonaro to contact the Library Attorney with an inquiry regarding legal fees.

Hearing no objections the meeting was adjourned at 9:51 p.m.

Respectfully Submitted,

Marjorie Blatter; Secretary

(Minutes recorded by stenographer, Roberta Richter)