

Stickney-Forest View Public Library District
Board of Trustees
Minutes of the Regular Board Meeting
August 25, 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, and Trustee C. Dumas. Absent from the meeting: Trustee J. Lopez. Trustee J. Bruscato arrived at 8:20 p.m. Present from the Library staff: Staff Liaison, R. Snodgrass; Library Director, S. Cottonaro, and meeting stenographer, R. Richter. Also present was Marketing Consultant, K. Rodriguez.

Community Input- None

Marketing Consultant/Kim Rodriguez Report- Feedback regarding the Block Party was positive. There was discussion about the two different bands and the fact that each band played music geared toward a specific audience. The Director stated that she would like to have a Block Party again next year. She would like to have it at the beginning of summer, which would allow promotional materials to be sent to the schools. A meeting will be called to discuss the successes of this year's event, and what changes should be made for next year's event. Some suggestions were: have two face painters, advertise on signs similar to the pancake breakfast signs, continue having a water balloon toss, put the carnival games in a more visible location, enlist more volunteers or staff to work at the game stands, attempt to book the Ides of March, a Polka band, or a band that plays Spanish music and extend the hours of the event. J. Lopez has an upright freezer that he would like to give to the Library. S. Hosek would like to see the Friends of the Library revisited. The Head of Adult Services is interested in recruiting. The Director stated that she will begin working on this project. The 75 Year Anniversary project is under budget and there are plans to do a wrap-up party in December. The US Navy Band will be performing soon and there will be a self defense class for parents, as well. The Board directed K. Rodriguez to heavily promote the Navy Band program. K. Rodriguez will inquire as to whether or not the Library would receive any funds from the Block Party food vendor. The Board felt that the staff and the volunteers did a great job.

Staff Liaison- No input from the staff. The Board President asked the staff liaison to inform the staff that the Board is thankful for their work on the Block Party.

Department Reports-The Board inquired as to whether or not the Book Sale will be done annually. The Director would like to have the sale again next year. She plans to have advertising provided to art schools and colleges. There is discussion about the amount of funds needed for the Gates Grant. The Director and one of the Adult Services Clerks went to an Open House hosted by Reavis High School. Packets were provided for the students and the Library was given a table at the event. The Head of Adult Services is focusing on ESL and computer classes and he is allowing his staff to

develop and implement programming. The entire department is also working on Collection Development.

Secretary's Minutes-

- July 28, 2010- Regular Meeting Minutes: filed for audit as written
- July 28, 2010- Executive Session: filed for audit

Communications- None

Financial Report-

Treasurer's Report: Discussion about CD rates, and one CD transfer. The Director contacted several banks to get the best interest rate available. The Director will be sure to ask about the FDIC regulations and will transfer the CD if the Library is covered. C. Dumas agreed to work on the rates for the CDs that will be coming due in December and January.

Revenue & Expense Report: Discussion about replacement taxes and property taxes.

Transaction List by Vendor: The AED is in working condition and is located at the front desk.

Warrants-The Board reviewed the payroll from: 7/5/10-7/18/10, pay date 7/28/10, check #8135-8137 & 14 debits, Fed tax is a debit, IL tax is check #8138, & IMRF is a debit, and payroll from 7/19/10-8/1/10, pay date 8/11/10, check #8142-8144 & 15 debits, Fed tax is a debit, and IL tax is check #8145.

C. Dumas motioned to pay the payroll and S. Hosek seconded the motion.

Roll call results were:

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

Nay- none

Absent- J. Lopez & J. Bruscato

Abstain- none

Invoices were reviewed. Invoices presented for payment were check #s8140-8141, 8147-8197 & 9 debits, totaling \$44,106.08

L. Santilli motioned to pay the payroll and S. Hosek seconded the motion.

Roll call results were:

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

Nay- none

Absent- J. Lopez & J. Bruscato

Abstain- none

FYI-

- Library street signs: Direction signs were approved
- Ads from *Suburban Life*

Old Business- None

New Business-

- ***Intergovernmental Agreement Establishing the SWAN and Authorizing Membership in SWAN:*** at the last meeting this was voted on, the document needed to be signed. At next month's Director's Quarterly there will be discussion about what is going on with the systems.
- ***Hand Railing proposal from Alliance Metal Products:*** The railings will be new and similar to what we currently have. They are made out of carbon steel. They will be bolted into the cement. The stairs will be coated at the same time that the railings go in. The Library will be responsible for maintenance. L. Santilli motioned to accept the proposal from Alliance Metal Products and M. Blatter seconded the motion.
Roll call results were:
Aye- S. Hosek, M. Blatter, L. Santilli, and C. Dumas
Nay- none
Absent- J. Lopez & J. Bruscato
Abstain- none
- ***Security system upgrade (ADT):*** A camera would be put in place enabling a view of the outside of the family bathroom and maintenance closets. This is an area where graffiti has been an issue. The system would also be upgraded. S. Hosek motioned to accept the proposals from ADT and L. Santilli seconded the motion.
Roll call results were:
Aye- S. Hosek, M. Blatter, L. Santilli, and C. Dumas
Nay- none
Absent- J. Lopez & J. Bruscato
Abstain- none
- ***Newsletter job description:*** The Director modified the job description, omitting responsibility for the website. The Library will continue using Piper Mountain for the Library website for another year. There is discussion about salary, hours, and output. S. Hosek motioned to go into Executive Session at 8:12 p.m. and L. Santilli seconded the motion.
Roll call results were:
Aye- S. Hosek, M. Blatter, L. Santilli, and C. Dumas
Nay- none
Absent- J. Lopez & J. Bruscato
Abstain- none

The Board came out of Executive Session at 8:30 p.m. The Board decided to table the job description.

- ***IPLAR certification page (signatures required):*** Signatures were obtained
- ***Secretary's audit letter (signatures required):*** Signatures were obtained

Other-

- A Policy Committee Meeting is scheduled for October 4, 2010 at 9 a.m. The Director will verify this time and date with the Chair of that Committee.
- Handouts regarding the ILA conference.

Hearing no objections the meeting was adjourned at 8:41 p.m.

Respectfully Submitted,

Marjorie Blatter; Secretary

(Minutes recorded by stenographer, Roberta Richter)