

**Stickney-Forest View Public Library District**  
**Board of Trustees**  
**Minutes of the Board Meeting**  
**August 24, 2011**

The meeting was called to order at 7:02 pm by Board President J. Bruscato. Present at roll call were President J. Bruscato, Secretary M. Blatter, Treasurer L. Santilli, Trustees S. Hosek, D. Adamcyk, J. Lopez, and C. Dumas. Present from the Library staff were Staff Liaison, M. Wrobel, Library Director, S. Cottonaro, and Meeting Stenographer, R. Richter.

**Community Input:** None

**Staff Liaison:** There was a request to consider vacation time for part-time, long-time employees. The Board and the Director stated that they would be scheduling a Policy Committee meeting and would have an answer for the staff by the September meeting.

**Department Reports:**

**Administration:** HEAT Engineering came out on a service call and noticed that the intake vent in the Youth Services Department was dirty. The Director spoke to other library directors and to one of the employees from the duct companies and found that the intake vent cleaning isn't absolutely necessary as long as the filters are changed regularly, which they are.

**Adult Services:** Promoting one of the department staff to an assistant position is working out well.

**Circulation Services:** The Museum Passes contract has been extended for some of the museums and for Brookfield Zoo. The passes are being marketed on pamphlets, on the website, and on the Facebook page.

**Technical Services:** Virtualization of computers and weeding of books has been on-going, as have relabeling and cataloging.

**Youth Services:** Summer Reading was successful.

**FYI:**

- *Suburban Life* ads

**Secretary's Minutes:**

- July 20, 2011- Regular Board Meeting Minutes: filed for audit as corrected

**Treasurer's Report:** There was discussion about how the Standard Bank Checking and Sweep accounts work.

**Revenue & Expense Report:** There was discussion about income from copier fees, fines, videos, etc. There was a question as to why the Director decided to change from AT&T to Comcast. The Director stated that the change would save the Library money every month.

**Transaction List by Vendor:** The patron copier has a used replacement drum in it currently. The Director is working to find out when a new part will be in. The ThysennKrupp bill is for regular maintenance on the elevator.

**Warrants:** The Board reviewed the payroll from 7/4/11-7/17/11, pay date 7/27/11, check #8713-8714 & 16 debits, Fed tax, IL tax and IMRF are debits, State disbursement check #8712, payroll from 7/18/11-7/31/11, pay date 8/10/11, check #8716-8717 & 16 debits, Fed tax & IL tax were both debits, State disbursement check #8718.

S. Hosek motioned to pay the payroll and J. Lopez seconded the motion.

Roll call results were:

Aye- J. Bruscato, M. Blatter, L. Santilli, S. Hosek, D. Adamcyk, J. Lopez, and C. Dumas

Nay- none

Absent- none

Abstain- none

Invoices were reviewed. Invoices presented for payment were checks #8798-8811, 8815, 8819-8848, 13 debits, and 1 Void, #8767, totaling \$64,339.53.

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

Roll call results were:

Aye- J. Bruscato, M. Blatter, L. Santilli, S. Hosek, D. Adamcyk, J. Lopez, and C. Dumas

Nay- none

Absent- none

Abstain- none

**Resolution 2011-03: Amendment to the Resolution to Close the Audit, Liability Insurance, and FICA Special Funds:** On the advice from the Library accountant the Director amended the original resolution to be more detailed.

C. Dumas motioned to accept Resolution 2011-03: Amendment to the Resolution to close the audit, liability insurance, and FICA special funds and S. Hosek seconded the motion.

Roll call results were:

Aye- J. Bruscato, M. Blatter, L. Santilli, S. Hosek, D. Adamcyk, J. Lopez, and C. Dumas

Nay- none

Absent- none

Abstain- none

**Staff Quarterly Closing Date (October 7):** L. Santilli motioned to close the Library on October 7, 2011, for the Staff Quarterly meeting and C. Dumas seconded the motion.

Roll call results were:

Aye- J. Bruscato, M. Blatter, L. Santilli, S. Hosek, D. Adamcyk, J. Lopez, and C. Dumas

Nay- none

Absent- none

Abstain- none

**Stickney Family Day (September 4):** The Director attended the Stickney Family Day planning meeting where the Mayor handed out volunteer applications. The Friends of the Library will be volunteering at the event.

**Duct Cleaning Proposals (2):** The Director recommended not having the proposed work done. Instead, the maintenance person will clean out the vents. The Board agreed with this choice.

**New Business:**

- The Director was in contact with two companies about the shades. One of the companies felt that a manual system would probably not work because the shades are too heavy. Another company will be out by the end of the week. The Director hopes to have the shades working properly by the fall.
- Comcast will be working to change over the phone system during the week.
- The newsletter is finished. A copy was handed around to preview. The Board feels there is a big improvement with the new look.
- Policy Committee meeting was scheduled for September 8<sup>th</sup> at 6pm. S. Hosek, D. Adamczyk, and M. Blatter.
- Safety Committee meeting was scheduled for September 28<sup>th</sup> at 6pm. S. Hosek, D. Adamczyk, and M. Blatter. The Health and Safety Fair will be held on October 15<sup>th</sup> from 10 am – 2 pm.
- The Director spoke with Blue Line II. The Board does not see any improvements to the landscaping even after the company was contacted. There was discussion about the broken pipe in the front of the Library. Muellermist will be sending a quote to do the repairs to the pipe.
- The Director will contact the company that worked on the front stairs regarding the rust that has accumulated on the stairs and what can be done to remove it and keep it from forming again.

Hearing no objections the regular meeting was adjourned at 7:52 pm.

Respectfully Submitted,

Marjorie Blatter; Secretary (Minutes recorded by stenographer, Roberta Richter)