

Stickney-Forest View Public Library District
Board of Trustees
Minutes of the Regular Board Meeting
January 26, 2011

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 J. Bruscato, and Trustee C. Dumas. Absent from the meeting was Trustee J. Lopez. Present from the Library staff: Library Director, S. Cottonaro, Staff Liaison, E. Seeskin and meeting stenographer, R. Richter.

Community Input- None

Staff Liaison-

- A staff member expressed his/her frustration with the current CD cases in the Library. The Board asked the Director if replacements for the cases is reasonable, and she explained that there is not enough money in the budget, but is aware of the need and hopes to find a solution in a timely manner.
- A staff member shared an email with the Board regarding RFID technology. Pros and cons were discussed, but the Board and the Director agreed such a system is neither feasible, nor necessary at this time.
- The Board wanted to reiterate how wonderful the staff members are doing; in particular E. Seeskin has done a wonderful job assisting patrons with their school reports.

Department Reports-

- **Youth Services-** Group programs are doing well, such as Parents as Teachers and the crafts.
- **Circulation Services:** Statistics look good.
- **Technical Services-** Gaming Day was well attended, computer usage is up.
- **Newsletter-** The Board feels that the front page could use more punch, maybe some images, but overall the newsletter was well received, and perceived to have a more professional appearance than past ones. There were no typos. It contained all of the information a patron would want. The Spanish language portion was well placed. The Director relayed that the staff that worked on it did a good job.

FYI-

- **Thank you card from the Mercado family-** The family wanted to thank the Library for all that it does for the community.
- **Communications from Roger Ritzman, Library Attorney**
- **Postage Incentive Program-** The Director enrolled the Library in this program that impacts with the Library's bulk mailing account, offering discounts on bulk mailings that exceed a certain count per year. There are no enrollment fees. There is discussion about promotion, marketing, and programming. One program that the Board would like to see included is a spring cleaning program. The Board agreed that the Program is a good idea.
- **FDIC Information-** FYI from Citizen's Bank

Secretary's Minutes-

- December 16, 2010- Regular Board Meeting Minutes: filed for audit as written

Financial Report-

Treasurer's Report- Tax money has been coming in steadily since just before the New Year. The Treasurer and Director moved a Citizen's Bank CD to Standard Bank because of the new bank mergers and FDIC regulations. The CD rates are very dismal.

Revenue & Expense Report- There was discussion about the Computer Fee and Copier fee budget lines. The Director will be merging and making changes to these lines for the next year's budget. The budget looks good so far. There was discussion about the margin of error in regards to the daily register totals, with the register somewhat regularly being over or less often under. The Director and Head of Circulation are working together to remedy the issue. Tonini's was the vendor used to purchase the Christmas party food. Reverend Elizabeth is a vendor that will be doing a program in Youth Services.

Transaction List by Vendor- None

Warrants-The Board reviewed the payroll from: 12/6/10-12/19/10, pay date 12/29/10, check #8451-8453 & 14 debits, Fed tax is a debit, IL tax is check #8454, and payroll from 12/20/10-1/2/11, pay date 1/12/11, check #8477-8479 & 14 debits, Fed tax, IL tax & IMRF payments are all debits.

L. Santilli motioned to pay the payroll and J. Bruscatto seconded the motion.

Roll call results were:

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

Nay- none

Absent- J. Lopez

Abstain- none

Invoices were reviewed. Invoices presented for payment were check #s 8456-8476, 8481-8505 & 2 debits; totaling \$22,697.71

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

Roll call results were:

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

Nay- none

Absent- J. Lopez

Abstain- none

Gates Grant Matching Fund Verification Form (signatures needed) - Signatures obtained

Annual MLS Membership Certification Form (signatures needed) – Signatures obtained

Online Bill Pay Proposal – The Business Manager will make online payments monthly. The Board sees no problem in doing this. There will still be documentation for payments made.

Friends of the Library Funds – The Library was being charged fees for inactivity, the Director had the charges reversed, and deposits will be made on a weekly basis. These funds will come from funds collected from the Book Sale. The Heads of Adult and Circulation Services went to Morton College in an attempt to recruit members for the Friends group, and 501 (c) 3 status has been filed for and granted. The Director wants patrons, not staff running the group. The Board can participate but not run the group.

Resolution 2010-02: Resolution to Appoint an Interim Trustee - not present

Staff Spring Quarterly Date (Friday, April 1 from 9-1) -

L. Santilli motioned to approve the proposed closing and J. Bruscato seconded the motion.

Roll call results were:

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

Nay- none

Absent- J. Lopez

Abstain- none

New Business - None

Hearing no objections the meeting was adjourned at 8:13 p.m.

Respectfully Submitted,

Marjorie Blatter; Secretary

(Minutes recorded by stenographer, Roberta Richter)