

Stickney-Forest View Public Library District
Board of Trustees
Minutes of the Regular Board Meeting
June 30, 2010

The meeting was called to order at 7:08 p.m. by Board President S. Hosek. Present at roll call were President S. Hosek, Secretary M. Blatter, and Trustee J. Bruscato. Present from the Library staff: Staff Liaison, O. Arellano; Library Director, S. Cottonaro, and meeting stenographer, R. Richter. Also present was Marketing Consultant, K. Rodriguez. Treasurer L. Santilli, Trustee C. Dumas, Trustee J. Lopez, and Trustee F. Drnek were absent.

Community Input- None

Marketing Consultant/Kim Rodriguez Report- Handouts with the tentative schedule for the block party were passed out. The Board discussed entertainment and cost, agreeing that the event should be memorable and have quality. St. Pius will be blocking the church entrance in order to allow for the Library to set up earlier. The permit restricts our time to the hours 1 p.m. to 4 p.m. Jesse White Tumblers are scheduled to perform. AlphaGraphics is creating posters, St. Pius is putting the event in their newsletter and posters will go to local businesses, publicizing the event. AlphaGraphics is also looking into creating a bookmark to commemorate the anniversary. The Board would like the bookmarks to bear the Library logo. Speakers will include the Board President and Library Director. Public officials will be invited to speak if they choose to do so. An invitation list will be sent to the Trustees. They should share any input on the list with the Marketing Consultant. Water stations, port-a-potties, and shaded areas will be available during the event. The Trustees asked the Marketing Consultant to look into getting additional tables and chair. A video will be playing during the event entitled, "I Remember the Library." There was discussion regarding keeping the Friends of the Library intact. The Head of Adult Services is interested in recruiting patrons.

Staff Liaison- A staff member would like to be able to wear holiday themed clothing in recognition of the Fourth of July. The Board approved the temporary change in dress code for June 29th through July 9th.

Administration/Supervisor Reports-

- **Adult Services:** Weeding is going well. The collection is looking neater. Preparation for the book sale is ongoing. There are two newer clerks working in Adult Services. Both are Library and Information Science students; one is working on teen services and book discussions, the other is also studying graphic design and has been working on marketing and teen crafts. The Trustees would like some background information regarding new employees to be included in Department Board Reports.

- **Administration:** The Metropolitan Library System will be suspending their services beginning July 1st. Delivery will continue. SWAN, the online catalogue, is on its own now and will continue to exist. In July, an ordinance will need to be passed approving the use of SWAN. There is discussion about the state of public libraries. The Directors will still have zone meetings.

The Director has concluded evaluations for each Department Head. She has received several of the staff evaluations, but some Department Heads are continuing to work on their staff evaluations. A budget perspective, with proposed salary increases will be presented at the July Board Meeting.

Secretary's Minutes-

- May 26, 2010- Regular Meeting Minutes: filed for audit as corrected, the word "chose" was added in a paragraph to make it clear that the Board chose the silver invitations for the Anniversary Event.

Communications-

Memorandum from Library Attorney, Roger Ritzman; a case which was brought against the Library has been dismissed. Also, the firm rates went up slightly.

Financial Report-

Treasurer's Report: None

Revenue & Expense Report:

Tabled until July Board Meeting

Transaction List by Vendor:

Tabled until July Board Meeting

Warrants- Tabled until July Board Meeting

Library Painting- There was discussion about painting the entire Library. The Board asked the Director to obtain quotes. The Board would like frames for posters that are on the wall, if they are going to be up for an extended amount of time.

Technology Growth- The Director would like to table this discussion until she has an opportunity to look further into the power situation on the balcony. The Board discussed expansion and the Director shared her ideas for the balcony space and her input on expansion. A Technology Committee Meeting needs to be scheduled.

Personnel- Two new clerks have been hired in Circulation; both are Library Information Science Students; one is fluent in Polish and the other has an impressive background in customer service. One of the current clerks will be leaving the Library on Friday, July 2nd. Applications are currently being accepted for the Head of Circulation position. The Director hopes this person will be hired

and available to attend the all staff meeting on July 26th. The current Head of Circulation's last day is August 7th. The Director and Head of Circulation have discussed the possibility of his staying on to work on the Library Newsletter, and possibly some marketing work as well. A proposed job description will be brought before the Board.

Budget Proposal FY 2010-2011- Tabled until July Board Meeting

New Business-

- *Intergovernmental agreement:* tabled until the July Board Meeting.
- *Resolution to have authorized agent changed and assigned to the Business Manager:* tabled until the July Board Meeting.

Other-

- Trustee F. Drnek has stepping down as a Trustee effective immediately. There is discussion about the appointment of a new Trustee.
- Director's three month evaluation: The Board President and Secretary agreed to meet and have input put together for the July meeting.
- The Board President mentioned that there is going to be a suburban section in the Chicago Tribune and asked the Director to look into it.
- The Board President mentioned that the Village Stickers, which includes a picture of the Library, looks great.

Hearing no objections the meeting was adjourned at 8:30 p.m.

Respectfully Submitted,

Marjorie Blatter; Secretary

(Minutes recorded by stenographer, Roberta Richter)