

Stickney-Forest View Public Library District
Board of Trustees
Minutes of the Regular Board Meeting
March 24, 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 Standard Bank was Mohammed and Nancy. Present from Clorox was Marcia and Barb. Present from the Library staff: Staff Liaison, Eric Franklin; Library Director, S. Cottonaro, and meeting stenographer, Roberta Richter. Also present was Marketing Consultant, Kimberly Rodriguez.

Check Presentations-Clorox, Standard Bank and the Lions Club posed for photos with the Board of Trustees and S. Cottonaro. S. Hosek thanked each organization for their contributions to the Library. Monies donated would go towards the Bill & Melinda Gates Grant, which would allow the Library to purchase laptops/computers that would be used by the patrons.

Community Input- Patron, Eileen Gregor, felt that the content of one of the Youth Art Explosion classes was not what she was expecting, and was concerned that the Library's money may not have been well spent. S. Cottonaro and S. Hosek addressed her concern and stated that they appreciated the input and would consider it when providing future programming. S. Cottonaro also apologized about the fact that the flyers for the classes did not state that the intent was to work on collages. Ms. Gregor stated that she loves the Library and that E. Franklin is friendly and is doing a nice job.

Marketing Consultant/Kim Rodriguez Report- K. Rodriguez thanked the Board for hiring her and explained that she has been going through things that need to be wrapped up from the previous consultant. The Youth Art Explosion winners were announced and the information has been posted. Each entrant was given a certificate of participation and the pictures of the artwork have been posted on the Library Facebook page and will be put on the Library website as well. K. Rodriguez will try to get the information into the paper. Dave Rudolf will be performing to kick-off National Library Week. Publicity for the event will go out into the paper two weeks before the event. K. Rodriguez would like to host an Open Mic Poetry Slam on Thursday, April 15th. The Poetry Slam information will be posted at Morton College, on flyers in the Library, on the Library website, and on Facebook. K. Rodriguez asked for clarification on who she should speak with regarding programs, dates, spending and budget. The Board directed her to bring information to S. Cottonaro. F. Drnek stated that she could be reached as well. Ads for the 75 Year Anniversary are out in some Pace buses and will run through November. Woman's Day magazine is having an essay contest regarding Libraries and K. Rodriguez was considering having somebody come in to teach patrons how to write essays, which could be submitted in the contest. S. Cottonaro recommended contacting Morton College regarding the essay writing. K. Rodriguez stated that the next Newsletter would include more articles and features on the 75 Year Anniversary. She wants to

start planning the August event and input on the date to have an event. The Board suggested that she go to the Villages and the Church to make sure the Library would not be conflicting with any of their activities. They also suggested that she find out the dates that kids return to school. There was further discussion about where the event would take place, what types of food there would be, how raffles would be conducted and what types of activities would be made available. S. Hosek would like to give patrons the book mark which AlphaGraphics presented to the Board at a previous meeting.

Staff Liaison- A staff member is interested in learning conversational Spanish. S. Cottonaro will look into workshops, or possibly having somebody come out to teach the staff conversational Spanish.

Administration/Supervisor Reports- The Board is happy to see that the computer classes are well attended. The Chicago Tribune called E. Franklin about the Saturday computer classes for students that he is offering on how to write research papers. A writer from the Tribune is interested in doing a story about the classes. The idea behind it would be “a bridge from the Library to the schools”.

Secretary’s Minutes-

- February 24, 2010- Regular Meeting: filed for audit as written
- February 24, 2010- Executive Meeting: filed for audit as written

Financial Report-

Treasurer’s Report: Two CDs are coming due at Standard Bank. L. Santilli will go over the rates and get back to the Board with them. Statements for the Bond & Interest account will only be sent out every three months because there is no activity on the account.

Revenue & Expense Report: Income from front desk is up. The Library hasn’t received all of the funds levied for, but all of the funds have not been received yet.

Transaction List by Vendor: Monies collected from donation cans totaled thirty dollars. The Board decided to remove the cans from the business in the neighborhood and directed E. Franklin to collect the cans. The AT&T bill cost is similar to what it generally is. The Nicor bill varies from month to month.

Warrants- The board reviewed the payroll from 2/1-2/14/10, pay date 2/24/10, check #7802-7804, and 12 Debits, Federal tax is a Debit, IL tax is check #7805; payroll from 2/15-2/28/10, pay date 3/10/2010, check #7826-7828 and 12 Debits, Federal tax is a Debit, and IL tax is check #7829 and IMRF is a Debit; and payroll from 3/1-3/14/10, pay date 3/24/10, check #7851-7853 and 12 Debits, Federal tax is a Debit, and IL tax is check #7854.

C. Dumas motioned to pay the payroll and F. Drnek 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 7807-7825, 7831-7850 and 4 Debits, totaling \$26,250.35

L. Santilli 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

Communications-

S. Hosek directed Laura Bruzas to send letters to two interviewees from the Director search.

- Thank you to the Board from Janet Parker for her interview.
- A letter was received congratulating the Library on achieving the first round in the Gates Grant. The monies were deposited in the bank and M. Arellano will come to the Board with proposals for the purchase of two laptops, which will be available to patrons.
- Cannon Consulting Letter. Payment in full was sent to C. Cannon and the Library will not be sending her computer files. Computer files are property of the Library.
- A donation was given to the Library from the Elmhurst Art Museum. A. Solomon procured the donation.

Other-

- The Board asked K. Rodriguez to contact the Friends of the Library and Azteca regarding coming in for a photo opportunity and to personally thank them for their donations to the Library.
- The Board received a card from Laura Bruzas thanking them for allowing her to work on the Director search.
- Handouts with estimates for the Building & Grounds Committee meeting in April were given to the Board. S. Cottonaro will ask N. Pajeau to get two more proposals for work on the circuit breakers.
- S. Cottonaro will look into the cost of hand dryers for the public restrooms.
- J. Lopez motioned to approve the proposal from Blue Line II for spring/summer landscaping work and F. Drnek 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

L. Santilli motioned to go into Executive Session at 8:36pm and F. Drnek seconded the motion

Roll call results were:

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

Nay- J. Lopez

Absent- none

Abstain- none

The Board returned from Executive Session at 9:31 p.m. and presented S. Cottonaro with her goals:

- Records retention schedule and disposal of records
- Banking, payroll and record keeping
- Attend SPLMI if application is approved
- Create evaluation tools and collect input from Supervisors regarding their staff.
- Visits schools, villages, clinics, and other community places. The Board wants her to meet with the Mayors and the Principals. She should be sure to include Central Stickney. These meeting should be face to face and the Board would like a report back about each meeting.
- Create the job description for the Adult/Circulation Services position which was given to E. Franklin. The Board wants to approve the job description before E. Franklin begins the new position. S. Cottonaro was directed to contact L. Santilli regarding the salary and to bring the proposed position to the next Board Meeting.
- Work with Kim Rodriguez on the 75th Anniversary Events.

The Board asked S. Cottonaro to be available on March 31st to go to the banks and to Sam's Club. The Board directed S. Cottonaro to go over the job descriptions for the Director and the Executive Assistant positions with any changes she feels need to be made. The Board would like to see the description changes at the next Board Meeting.

S. Cottonaro will work the budget and have a proposed budget to the Board on May 22nd.

The Board will review S. Cottonaro's goals at the June Board Meeting.

Hearing no objections the meeting was adjourned at 9:17 p.m.

Respectfully Submitted,

Marjorie Blatter; Secretary

(Minutes recorded by stenographer, Roberta Richter)