

**Stickney-Forest View Public Library District**  
**Board of Trustees**  
**Minutes of the Regular Board Meeting**  
**May 26, 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. Bruscatto. Present from the Library staff: Staff Liaison, Angela Solomon; Library Director, S. Cottonaro, and meeting stenographer, Roberta Richter. Also present was Marketing Consultant, Kimberly Rodriguez.

**Community Input-** None

**Marketing Consultant/Kim Rodriguez Report-**

- Saturdays will not work for the Block Party. The dates that the Board suggested were Sunday, August 22<sup>nd</sup> and Sunday, August 15<sup>th</sup>. The hours for set up would be 10 a.m.-12 p.m.; the event would be from 12 p.m.-4 p.m. and clean up would be from 4 p.m.-6 p.m. The Board agreed that staff would be paid to be here. 43<sup>rd</sup> Street will be blocked for safety. Bands will perform in front of the Library. Food will be available in the staff parking lot. Parking will be available in the St. Pius parking lot. Activities and entertainment for adult and kids will be ongoing throughout the event. There was discussion about food vendors and entertainment. The Library may need to use a separate generator for electrical needs. The Board would like some sort of commemorative gift to be given to the patrons. They liked the bookmark that AlphaGraphics presented at a previous Board Meeting. The Business Manager suggested including a coupon in the newsletter which patrons could bring in to receive the free gift. The Director stated that the coupon could be a particular color so that they cannot be duplicated. Raffle requests have been sent out to numerous places. An afghan was donated to the Library and the Clorox products are still available to be given away. Invitation samples were discussed. The Board chose the silver invitation. K. Rodriguez will be sending the invitation list out and asked that the Board email or call her if they feel anybody should be added to the list.
- In June, there will be two programs that K. Rodriguez set up. The first will be with Chef Mike Niksic titled: 75 Years of Dinner. K. Rodriguez stated that she would be sending out a mini-mailing regarding the program. The second program is about Forest Preserves, which will include things for kids and adults.

**Staff Liaison-** None

**Administration/Supervisor Reports-**

- **Adult Services:** Teen titles will be displayed with adult materials. The Head of Adult Services is working on how the materials will be marketed.

- **Administration:** The certificate for the elevator is in place. Both the State and the inspector invoice the Library in regards to the inspection and certificate. A Board member questioned if the Library needed to keep the Ice Mountain water that is located in the Quiet Reading Room. The Library used to have a water fountain in that area, and it was replaced with the Ice Mountain.
- **Technology:** The amount of computer users has doubled in the last two years. The Board feels that the Head of Technical Services has taken on many tasks and is doing a good job with what has been given to him. The Board discussed the fact that they need to consider expanding, especially in the area of technology. The Director is considering putting computers on the balcony. She is also considering bringing the teen collection to the balcony, which would be placed on lower shelving, allowing in light from the windows. Study corrals would be placed in the middle of the room.

#### **Secretary's Minutes-**

- April 28, 2010- Regular Meeting: filed for audit as written
- April 28, 2010- Executive Meeting: filed for audit as written
- May 22, 2010- Special Meeting Minutes: filed for audit as written
- May 22, 2010- Executive Session: filed for audit as written

#### **Communications-**

- Memorandum from Library Attorney, Roger Ritzman

#### **Financial Report-**

**Treasurer's Report:** It was decided to leave the working cash CD at Standard Bank.

#### **Revenue & Expense Report:**

- The Treasurer directed the Business Manager to verify the fines which were collected for the month of April.
- The revenues are up 113%.

#### **Transaction List by Vendor:**

- The Board asked the Director to contact Nicor regarding the amounts of the invoices being so erratic.
- The Director will contact AT&T regarding removing automatic callback.
- The company XClutel was formally known as Airdis, which is the Library phone maintenance provider.
- Comcast is the Library's wireless provider and Microsoft provides the staff email and the licenses for the computers.
- Center Point Large Print provides Large Print materials. The Library will get titles every month.

**Warrants-** The Board reviewed the payroll from 4/12-4/25/10, pay date 5/5/10, check #7926-7928, and 13 Debits, Federal tax is a Debit, IL tax is check #7929, and IMRF is a Debit; and payroll from 4/26-5/9/10, pay date 5/19/2010, check #7952-7954 and 12 Debits, Federal tax is a Debit, and IL tax is check #7955.

The Board had questions regarding overtime and missed swipes. The Director stated that she approves the timesheets, verifying that staff members worked at the time of the missed swipes. The Director has discussed overtime with the Department Heads and directed them to schedule support staff during times when staffing is low. The current overtime was due to short staffing issues. The Director and Business Manager agreed to bring the swipe and absence request forms to the Board Meetings. The Director agreed to look into a different system. The Board stated that they feel consequences need to be put in place if swipe problems persist.

L. Santilli motioned to pay the payroll and C. Dumas 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 7931-7951, 7957-7982, 7984-7987, 1 Void check #7983 and 3 Debits, totaling \$37,578.54

L. Santilli motioned to pay all of the invoices and S. Hosek 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

### **New Business-**

***Computer Leasing Quotes:*** The Board discussed the quote. They would like to see two additional quotes, with one from Dell. They asked the Director to make sure that the price includes a mouse and keyboard for each computer. They would also like an electrician to do an assessment of the power available on the balcony. The Director agreed to look into these issues.

***Committee Chairs (Reassignment):*** The committee chairs will remain the same. There was discussion about attendance of committee meetings and assignment of committee members. It will be the responsibility of the committee chair to contact two Board members to attend committee meetings. If this becomes an issue Board members will be assigned to committees. The Technology Committee will need to meet in regards to the new laptops. A list of chairs will be made available at the next Board meeting and chairs can be reassigned at that time if anybody would like to change. At least two Board members, but not more than three, are allowed on a committee. The current committees are: Policy, Safety, Technology, and PR/Marketing. Committees of the Whole are: Finance (budget), Insurance, and Building and Grounds. The

Officers Committee includes S. Hosek, M. Blatter, and L. Santilli. The Friends of the Library needs to be removed from the groups.

**Long Range Planning:** The Director will begin working on a five year plan. If any Board members have anything they would like to see in the next five years they should let her know. The Head of Adult Services mentioned developing the collection, including specializing.

**SWC (level of service):** The Director feels that the amount of service with SWC can be scaled back. She would like to scale back the amount of in-house hours. The Board prefers to stick with SWC rather than hiring a staff member to monitor the computers. The Director will look into where the service can be cut back.

**Other-**  
***Ads from Suburban Life***

**Closing for Quarterly In-service 1/2 Day:** The Director would like to close the Library from 9-1 on Monday, July 26<sup>th</sup> for a staff meeting. L. Santilli motioned to close Library for the hours requested 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. Bruscatto

Nay- none

Absent- none

Abstain- none

The Library will provide lunch at the meeting. The Director and volunteer staff will be painting in the Library on Sunday, June 25<sup>th</sup>.

The security gates have been delivered. The Director will have the current gates removed the day before the new gates are installed.

A different electrician will have to be called in to look at the problem with the shades. The chair of the Building and Grounds Committee stated that the current electrician is not returning his calls.

**Laptop Policies & Procedure:** To be discussed at a future meeting.

**Professional memberships:** The Board agreed that the Library will pay for professional membership dues for Department Heads.

**New Hires:** A new staff member will begin working as a Circulation Clerk on June 7<sup>th</sup> and a new staff member will begin working as an Adult Services Clerk on June 2<sup>nd</sup>. A current Circulation Clerk will be transferring to the Technical Services Department and will have the title Technical Services Clerk.

***Job descriptions:*** F. Drnek motioned to accept the job description changes and C. Dumas 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

Hearing no objections the meeting was adjourned at 9:18 p.m.

Respectfully Submitted,

Marjorie Blatter; Secretary

(Minutes recorded by stenographer, Roberta Richter)