

**Stickney-Forest View Public Library District**  
**Board of Trustees**  
**Minutes of the Regular Board Meeting**  
**November 17, 2010**

The meeting was called to order at 7:01 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: Staff Liaison, R. Snodgrass; Library Director, S. Cottonaro, and meeting stenographer, R. Richter. Also present was Marketing Consultant, K. Rodriguez; Library Auditor Brian LeFevre, and community members Leann S. and Jessica T.

**Community Input-** Wonderful things were said about the Head of Adult Services by a local Girl Scout troop regarding a virtual tour of Chicago that he put together, which allowed them to earn one of their badges.

**Marketing Consultant/Kim Rodriguez Report-**

- **Holiday Fair:** Funds from the Holiday Craft Fair were discussed. Information was collected from the vendors, which can be used for next year.
- **December Events:** Western Lights Chorus and singers from Morton College will be performing. The Marketing Consultant is continuing to looking for entertainment for the wrap-up. The date of the wrap-up is December 16, 2010 from 5:30 p.m. to 7:30 p.m. Light refreshments will be served. The Board suggested mariachis, an accordion player, or Dan Stovall for musical entertainment. The raffle for the Black Hawks tickets will be on going from now until then with the drawing held that evening. The Board President inquired about a small token for the patrons, specifically the book marks that AlphaGraphics presented at a previous meeting. The Marketing Consultant stated that the book marks were too expensive. The Business Manager suggested plastic Library Card sleeves for the small gift. The Library Director stated that she will contact AlphaGraphics about bookmarks, which would include the 75<sup>th</sup> Anniversary logo on them.

**Audit-**

Brian LeFevre from Sikich presented the audit for Fiscal Year 2009-2010. Mr. LeFevre stated that the Library has been given the highest level of opinion on its financials. The following was discussed:

- Statements of Net Assets: There is a positive amount in the change of Net Assets. This included the district as a whole.
- Balance Sheet: Discussion about positive and negative balances.
- Transferring money from the Special Reserve fund to the General Fund.
- The Board will want to ensure that monies are covered by FDIC. Banks have to be separately chartered. The Director presented the Board with a merger notice, which was published in the Suburban Life. If the banks merge, the Library money will be affected

and the monies will need to be moved unless there is a collateral agreement with the bank, insuring the monies.

- Amounts due on the bond.
- IMRF: The Library contributes 100%.
- The Liability fund was not levied for, so no money is going there. Monies can be moved around through the levy process. The Library should levy as much as possible in the General fund and the Board can motion to move monies to other funds as needed. The Library Accountant had suggested going to one fund, and Mr. LeFevre agreed. This is a policy decision. The Liability deficit can be adjusted.

Mr. LeFevre stated that the audit went smoothly. The Director drafted the Management Discussion and Analysis letter and commented on how the Library can address any issues indicated by the auditors. The Director and Business Manager should continue to work with the Library Accountant as needed. Mr. LeFevre exited the meeting at 7:38pm.

**Staff Liaison-** No input from the staff.

### **Department Reports-**

***Circulation Services:*** Classes are being offered through SWAN. The Head of Circulation and one of the Circulation Clerks have been attending classes. The Board noted that it is nice to see Circulation being more involved.

***Adult Services:*** The end book cases have been moved within the Main Room. The round displays might be moved to the second floor and are currently in the basement.

***Technical Services:*** National Gaming Day was a success. The magician had a full house. The Illinois Extension program had a representative present, and she was happy with the turn out. The Library should reach out to the Scouts about attending Gaming Days. Computer badges are needed and the Internet Safety class that the Head of Technical Services provided would allow a Scout to obtain the computer badge.

***Administration:*** The Board thanked the Director for putting the election packets together.

***Youth Services:*** The Board was pleased that the Forest View Fire Department came in during Health & Safety Month.

### **FYI-**

***Tot park plans from Village Meeting:*** A grant proposal was approved at the last village meeting.

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

- October 27, 2010- Regular Board Meeting Minutes: filed for audit as written

**Communications-** None

### **Financial Report-**

**Treasurer's Report-** Some state money came in.

**Revenue & Expense Report-** None

**Transaction List by Vendor-** None

**Warrants-**The Board reviewed the payroll from: 10/11/10-10/24/10, pay date 11/3/10, check #8337-8339 & 14 debits, Fed tax is a debit, IL tax is check #8340, and payroll from 10/25/10-11/7/10, pay date 11/17/10, check #8368-8370 & 14 debits, Fed tax is a debit, and IL tax is check #8371, and IMRF is a debit.

S. Hosek motioned to pay the payroll 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

Invoices were reviewed. Invoices presented for payment were check #s 8342-8367, 8373-8402 & 4 debits, totaling \$280,548.65

J. Bruscato motioned to pay the payroll and M. Blatter 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:** Board Meeting scheduled for December 16<sup>th</sup> at 7:30 p.m., after the Anniversary wrap-up.

Hearing no objections the meeting was adjourned at 8:04 p.m.

Respectfully Submitted,

Marjorie Blatter; Secretary

(Minutes recorded by stenographer, Roberta Richter)