

Stickney-Forest View Public Library District
Board of Trustees
Minutes of the Regular Board Meeting
September 22, 2010

The meeting was called to order at 7:03 p.m. by Board President S. Hosek. Present at roll call were President S. Hosek, Treasurer L. Santilli, Trustee J. Bruscato and Trustee C. Dumas. Absent from the meeting: Trustee J. Lopez. Secretary M. Blatter arrived at 7:09 p.m. 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.

Community Input- None

Marketing Consultant/Kim Rodriguez Report-The Navy Band performed today and were welcomed by a full house of patrons. The band informed K. Rodriguez that they would gladly perform here again. K. Rodriguez is working on the Holiday Craft Fair and programming for October through December. She plans to have an end of the 75 Year Anniversary wrap-up party.

Staff Liaison- There was discussion about the positive morale amongst the staff. Adult Services is hosting Coffee House Nights on Thursdays, which is well attended. L. Santilli extended a thank you to staff members E. Seeskin, G. Fitzgerald and N. Pajeau for going above and beyond when assisting her daughter with gathering research materials for a school project. S. Hosek wanted it noted that patrons, Helen Gab had compliments for the current atmosphere and condition of the Library.

Department Reports-

Administration:

- The future of the Library Newsletter was discussed. The Director stated that she would like to do as much of the Newsletter in-house as possible. To do this, new computers would have to be purchased for several of the staff areas. The Director met with printers from AlphaGraphics and found that they are willing to work with the Library as much or as little as needed. The Head of Technical Services is checking out the software needed to create the Newsletter. There was discussion about how the duties for the Newsletter will be carried out. The Director apologized for the current Newsletter, and she and the Board discussed the layout, format, color, calendar and omissions that they noted. The next edition of the Newsletter will be available in PDF format online, which AlphaGraphics will provide free of charge. There was further discussion about the Newsletter being offered in both English and Spanish. The Director stated that she has had some complaints, but there is a noticeable increase in attendance of programs and the mission of the Library is to serve the public. The Board and Director were in agreement that the Library will continue to provide the Newsletter in English and Spanish. The Library is here to serve all members of the community.

- The services with SWC have been scaled back. N. Pranger will come into the Library for four hours per month instead of four hours per week. The hours that are not used are bankable. It was noted that M. Arellano is doing a good job working with the computers and handling those situations.
- The Pitney Bowes postage machine is working out well.
- The new sign-in procedure for swiping is working out well. This is a written double check in case swipes are missed.

Circulation: The department is given a “thumbs up” on the decision to make calls and sending emails for late notices. It is noted that the circulation numbers look great.

Technology: The Board has noticed that the computers are being used very heavily. There are times when no computers are available.

Adult: The computer classes are booming.

Secretary’s Minutes-

- August 25, 2010- Regular Meeting Minutes: filed for audit as written
- August 25, 2010- Executive Session: filed for audit

Communications-

- **Letter from office of R. Ritzman (Library Attorney)**
- **Newsletter:** The Newsletter was discussed in the Department Reports section of the Meeting.
- **Update on the status of the Library system:** The Director explained that there is discussion about the Illinois library systems combining and possibly having one system for the north of the state and one for the south.

Financial Report-

Treasurer’s Report: One CD came due and was closed out. The Director is in talks with a representative from Citizen’s Bank regarding CD rates. There was discussion about collateralization.

Revenue & Expense Report: There was a question about funds from donations. The majority of donation funds for the month came from the Book Sale and the Block Party. The Director will work on a procedure for emptying and handling monies from the copier and printer.

Transaction List by Vendor: Business Machine Agents were called out due to an issue with the patron printer. They charge a flat rate anytime they come out for a service call, no matter what work is performed.

Warrants-The Board reviewed the payroll from: 8/2/10-8/15/10, pay date 8/25/10, check #8198-8200 & 8201, & 16 debits, Fed tax is a debit, IL tax is check #8201, & IMRF is a debit, payroll from 8/16/10-8/29/10, pay date 9/8/10, check #8229-8231 & 14 debits, Fed tax is a debit, and IL

tax is check #8232, and payroll from 8/30/10-9/12/10, pay date 9/22/10, check #8268-8270 & 14 Debits, Fed tax is a debit, IL tax is check #8271 & IMRF is a debit.

S. Hosek motioned to pay the payroll and C. Dumas 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 8203, 8209-8228, 8234-8267 & 9 debits, totaling \$32,162.64

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

FYI-

- Ads from *Suburban Life*
- Thank You to N. Pajeau from *Operation Support Our Troops*

New Business-

- ***Holiday Craft Bazaar-*** November 6, 2010
- ***Online Library card registration-*** The Library will try out the online Library card registration and assess whether or not patrons are following through.
- ***Block Party 2011-*** The Director plans to host another Book Sale and Block Party next summer. The Block Party would be scheduled at the end of the school year. This would allow the Library to market the event to the schools. Planning will begin immediately. Trustees will be part of the committees for these events. The Director will make contact with St. Pius regarding a date. The Board would like to see the hours for the Block Party extended next year.
- ***New staff computers proposal-*** The Board looked over the proposals and discussed the Library's needs with the Director. The Board agreed that monies from the Special Reserve Fund could be used to purchase the computers. S. Hosek motioned to accept the proposal from SWC and purchased the computers 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

The Director will place an ad in the *Suburban Life* regarding the open Trustee position. She will also be sure to have packets available for the upcoming election.

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

Respectfully Submitted,

Marjorie Blatter; Secretary

(Minutes recorded by stenographer, Roberta Richter)