

**Stickney-Forest View Public Library District  
General Meeting of the Board of Trustees  
March 6, 2023**

**Call to Order:**

Board President R. Villanueva called the meeting to order at 6:06pm. Present at roll call were Treasurer N. Dzolic, Secretary M. Blatter, Trustee S. Hosek, Trustee D. Johnson and Trustee S. Jahiri. Trustees E. Montiel was absent.

Present from the Library staff were D. Taylor, Interim Director and Joanne Chávez Buchanan, Business Manager.

**Pledge of Allegiance**

**Accountant Presentation by Calene Zabinski**

Accountant C. Zabinski addressed specific questions from board members. The presentation included topics on the special reserves, building & maintenance expense line, building reserve fund, general fund and IMRF fund.

N. Dzolic motion to move the approval of the closed session minutes to the consent agenda S. Jahiri seconded the motion. All were in favor

**Consent Agenda:**

- i. Regular Meeting Minutes January 25, 2023, Closed Session Minutes 11/16/22, 12/14/23 and 1/25/23
- ii. Financial Report (January)
- iii. Profit and Loss Report (January)
- iv. Balance Sheet (January)
- v. Check Summary 1
- vi. Check Summary 2
- vii. Transaction List/Check Detail Report 1
- viii. Transaction List/Check Detail Report 2
- ix. Warrants

- 1. Invoice Warrant Dated 2/22/2023 in the amount of \$41,400.29
- 2. Invoice Warrant Dated 3/6/2023 in the amount of \$12,416.65
- 3. Payroll Warrant Dated 2/3/2023 in the amount of \$22,828.20
- 4. Payroll Warrant Dated 2/17/2023 in the amount of \$21,386.94
- 5. Payroll Warrant Dated 3/3/2023 in the amount of \$21,280.93

N. Dzolic motioned to adopt the Consent Agenda and S. Jahiri seconded the motion. Voice vote all were in favor.

N. Dzolic motioned to approve the Consent Agenda with the revisions to the 12/14/22 & 1/25/23 closed session meetings, excluding the 11/16/22 closed session minutes and revisions to the 1/25/23 minutes. S. Jahiri seconded the motion.

Roll call results were:

- Aye- M. Blatter, S. Hosek, N. Dzolic, , S. Jahiri, D. Johnson and R. Villanueva
- Nay- None
- Absent- E. Montiel
- Abstain- None

### **Secretary's Report/ Correspondence**

The Library received a donation of \$200 from the Park Forest Landlord Association.

### **Interim Director's Report**

Accepted as presented

### **Department Reports:**

Accepted as presented

### **Committee Reports**

None

### **Comments from the Public:**

None

### **New Business:**

#### **a. OSG VEEAM for 3 VM's and 1 Physical Sever (Quote #1058)**

D. Johnson motioned to table to the next meeting the OSG BEEEAM for 3 VM's and 1 Physical Server and N. Dzolic seconded the motion.

Roll call results were:

- Aye- M. Blatter, S. Hosek, N. Dzolic, S. Jahiri, D. Johnson and R. Villanueva
- Nay- None
- Absent- E. Montiel
- Abstain- None

**b. Reference Assistant Position**

M. Blatter motioned to approve to post the Reference Assistant Position opening and S. Jahiri seconded the motion.

Roll call results were:

- Aye- M. Blatter, S. Hosek, N. Dzolic, S. Jahiri, D. Johnson and R. Villanueva
- Nay- None
- Absent- E. Montiel
- Abstain- None

**c. Head of Youth Services/Teen/Outreach Position**

S. Jahiri motioned to approve to post the Head of Youth Services/Teen/Outreach position opening and M. Blatter seconded the motion.

Roll call results were:

- Aye- M. Blatter, S. Hosek, N. Dzolic, S. Jahiri, D. Johnson and R. Villanueva
- Nay- None
- Absent- E. Montiel
- Abstain- None

**d. Head of Technical Services Job Title Change**

S. Hosek motioned to change J. Habley title back to Digital Librarian and D. Johnson seconded the motion.

Roll call results were:

- Aye- M. Blatter, S. Hosek, N. Dzolic, S. Jahiri, D. Johnson and R. Villanueva
- Nay- None
- Absent- E. Montiel
- Abstain- None

**e. Pitney Bowes Postage Machine**

N. Dzolic motioned to table to the next meeting the purchase of a new Pitney Bowes Postage Machine and S. Jahiri seconded the motion.

Roll call results were:

- Aye- M. Blatter, N. Dzolic, S. Hosek, S. Jahiri, D. Johnson and R. Villanueva
- Nay- None
- Absent- E. Montiel
- Abstain- None

**f. Bank Deposit**

N. Dzolic motioned to assign two employees to make the Bank Deposit and S. Jahiri seconded the motion.

Roll call results were:

- Aye- M. Blatter, N. Dzolic, S. Hosek, S. Jahiri, D. Johnson and R. Villanueva
- Nay- None
- Absent- E. Montiel
- Abstain- None

**g. Hotspot Service Plan Renewals**

The Interim Director renewed twelve hotspots and the remaining five will be up for renewed on September 10, 2023.

**h. Online Banking**

N. Dzolic motioned to approve Online Banking and Auto Pay and S. Jahiri seconded the motion.

Roll call results were:

- Aye- M. Blatter, S. Hosek, N. Dzolic, S. Jahiri, D. Johnson and R. Villanueva
- Nay- None
- Absent- E. Montiel
- Abstain- None

**i. Review Minutes of previous closed sessions per Open Meetings Act**

Moved to the Consent Agenda.

**Unfinished Business:**

**a. License Plate Renewals**

The Trustees discussed the License Plate Renewals.

**b. Outdoor Sign – Steward & Olympik Quote**

The Trustees discussed the Outdoor Sign and will table to the next meeting

**c. OSG Veeam Server Back Up Quote #706**

The Trustees discussed the OSG Veeam Server Backup quote #706 and will table to the next meeting.

**d. Security Cameras – Heritage Quote, Securitas and PACE Quotes Pending**

The Trustees discussed and tabled to the next meeting.

**e. Director Opening**

The Trustees discussed the Director opening. The Business Manager will do phone interviews with the candidates that have submitted resumes and report to the board when complete.

Motion to enter closed session per 5 ILCS 120/2(c)(11) to discuss Litigation.

D. Johnson motioned to enter closed session and S. Jahiri seconded the motion.

Roll call all in favor.

Entered closed session at 9:50pm.

Closed session ended at 10:24pm

Motioned to enter closed session per 5 ILCS 120/2(c)(1) to discuss employee performance.

N. Dzolic motioned to enter closed session and S. Jahiri seconded the motion.

Roll call all in favor.

Entered closed session at 10:26pm.

Closed session ended at 10:56pm.

Reconvene regular meeting at 10:57pm.

**Adjournment:**

Having no further business the meeting was adjourned at 10:58pm.

Respectfully submitted,

A handwritten signature in cursive script that reads "Marjorie Blatter". The signature is written in dark ink and is positioned above the printed name.

Marjorie Blatter  
Secretary