

**Stickney-Forest View Public Library District
General Meeting of the Board of Trustees
September 26, 2018**

ORIGINAL

The meeting was called to order at 7:00 pm by pro tem Board President S. Hosek. Present at roll call were, Secretary M. Blatter, Trustee H. Garza and E. Bartunek. Trustee J. Lopez was absent from the meeting. Excused as absent from the meeting were Trustee E. Montiel, A. Murillo and Trustee J. Lopez.

Present from the Library staff were Director H. Shlah, Assistant Director S. Henry and meeting stenographer J. Chávez Buchanan.

Secretary's Minutes:

August 22, 2018 – Regular Board Meeting Minutes and September 5, 2018 - Special Meeting: Accepted with no corrections and filed for audit.

Comments for the Public:

None

Architect Darren Schretter addressed questions involving the upcoming entryway construction

Secretary's Report/Correspondence:

The Library received newspaper coverage on the Library Community Read events.

Financial Report:

Treasurer's report (August): Accepted as presented

Profit and Loss Report (August): Accepted as presented

Transaction List (August): Accepted as presented

Warrants:

Payroll: The Board reviewed payroll from 8/6/18-8/19/18: pay date 8/26/18

Check # 21 Direct Deposits

Federal Tax EFT # Filed by Paylocity

IL Tax EFT # Filed by Paylocity

IMRF: EFT #0541801 Ref. #71720

Voided Checks – None

Payroll: The Board reviewed payroll from 8/20/18-9/2/18: pay date 9/7/18

Check # 21 Direct Deposits

Federal Tax EFT # Filed by Paylocity

IL Tax EFT # Filed by Paylocity

IMRF: None

Voided Checks – None

Payroll: The Board reviewed payroll from 9/3/18-9/16/18: pay date 9/21/18

Check # 21 Direct Deposits

Federal Tax EFT # Filed by Paylocity

IL Tax EFT # Filed by Paylocity

IMRF: None

- Treasurer S. Hosek motioned to pay payroll and Trustee E. Bartunek seconded the motion.

Roll call results were:

- Aye- S. Hosek , M. Blatter, H. Garza, E. Bartunek
- Nay- None
- Absent- A. Murillo, E. Montiel and J. Lopez
- Abstain- None

Invoices: Invoices were reviewed and the invoices presented for payment were:

Checks # LC 12809-12864, 4 EFTS's, 16 Debit/Credit Card Transactions and 1 Petty Cash

Total Amount \$60,139.06

- Trustee H. Garza motioned to pay the invoices and Secretary M. Blatter seconded the motion.

Roll call results were:

- Aye- S. Hosek , M. Blatter, H. Garza, E. Bartunek
- Nay- None
- Absent- A. Murillo, E. Montiel and J. Lopez
- Abstain- None

Department Reports:

Accepted as presented

Director's Report-

Accepted as presented

Committee Reports:

a. Website Committee

Accepted as presented

b. Marketing Committee

None

c. FY18 IPLAR Overview

Assistant Director S. Henry presented an overview of the FY18 IPLAR. There has been an increase of 20% for Program attendance, 26% for circulation, 38% for reference transactions and 10% for computer usage.

Unfinished Business:

None

New Business:

a. Resolution FY19-02 – Staff Travel Expense (Approve) (Action)

Treasurer S. Hosek motioned to Approve Resolution FY19-02 Staff Travel Expense and Trustee H. Garza seconded the motion.

Roll call results were:

- Aye- S. Hosek , M. Blatter, H. Garza, E. Bartunek
- Nay- None
- Absent- A. Murillo, E. Montiel and J. Lopez
- Abstain- None

ORIGINAL

b. Resolution FY18-04 – Transfer of funds (\$11,000) from General Funds to Special Reserve for the purposes of moving end of FY18 surplus cash into Special Reserves (Approve) (Action)

Trustee E. Bartunek motioned to approve Resolution FY18-04 – Transfer of funds (\$11,000) from General Funds to Special Reserve for the purposes of moving end of FY18 surplus cash into Special Reserves and Trustee H. Garza seconded the motion.

Roll call results were:

- Aye- S. Hosek , M. Blatter, H. Garza, E. Bartunek
- Nay- None
- Absent- A. Murillo, E. Montiel and J. Lopez
- Abstain- None

c. Resolution FY19-03 – Transfer of funds (\$100,000) from Special Reserve to General Funds for new Construction (Approve) (Action)

Treasurer S. Hosek motioned to approve Resolution FY19-03 – Transfer of funds (\$100,000) from Special Reserve to General Funds for new Construction and Trustee E. Bartunek seconded the motion.

Roll call results were:

- Aye- S. Hosek , M. Blatter, H. Garza, E. Bartunek
- Nay- None
- Absent- A. Murillo, E. Montiel and J. Lopez
- Abstain- None

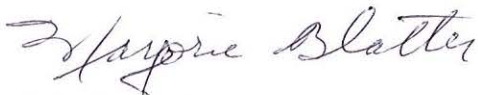
d. Review Trustee Percapita requirements (Discussion)

A review and discussion was had regarding the annual percapita grant requirements. We are up to date with the Library percapita.

The Trustees are requested to review the document Standard for Illinois Public Library. The topic for review this year is access standards.

Having no further business the meeting was adjourned at 7:55 PM.

Respectfully Submitted,



Marjorie Blatter, Secretary