

**Stickney-Forest View Public Library District
General Meeting of the Board of Trustees
September 25, 2019**

ORIGINAL

The meeting was called to order at 7:03 pm by Board President E. Bartunek. Present at roll call were Treasurer N. Dzolic, Trustee S. Hosek and Trustee R. Villanueva. Absent from the meeting were Secretary M. Blatter, Trustee J. Lopez and Trustee S. Jahiri.

Present from the Library staff were Interim Director L. Shell and meeting stenographer J. Chávez Buchanan. Also present was Tiffany Nelson-Jaworski from Del Galdo Law Group, LLC. Also present was accountant K. Zabinski

Treasurer N. Dzolic motioned to name Trustee R. Villanueva as pro tem secretary and President E. Bartunek second the motion. Motion approved by voice vote all in favor.

Secretary's Minutes:

September 4, 2019 – Regular Board Meeting Minutes and September 4, 2019 – Budget & Appropriation Hearing: Accepted with no corrections and filed for audit.

Treasurer N. Dzolic motioned to approve the September 4, 2019 Regular Board Meeting Minutes and Trustee R. Villanueva seconded the motion. The minutes were approved by voice vote all in favor.

Trustee R. Villanueva motioned to approve the September 4, 2019 Budget & Appropriation Hearing and Treasurer N. Dzolic seconded the motion. The minutes were approved by voice vote all in favor.

Comments from the Public:

None

Presentation by Library Accountant, Kelly Zabinski, on QuickBooks Online

Accountant K. Zabinski gave a presentation on the QuickBooks online software.

Secretary's Report/Correspondence:

There was a Facebook comment thanking the Library from a patron who participated in the Couch-to-5k and Stickney-Forest View Lion's Club 5K run on September 22, 2019.

The Library received an e-mail from a patron regarding issues with the hot spots. The e-mail was address and a response was given to the patron.

President Bartunek and Interim Director Shell attended the Cook County Board of Commission Luncheon for Libraries. All Libraries received a certificate honoring all Cook County Librarians.

Financial Report:

Treasurer's report (August): Accepted as presented

Profit and Loss Report (August): Accepted as presented

Transaction List (August): Accepted as presented

Treasurer N. Dzolic motioned to approve the August, 2019 Financial Reports and Trustee R. Villanueva seconded the motion. The financial reports were approved by voice vote all in favor.

Warrants:

Payroll: The Board reviewed payroll from 8/19/19-9/1/19: pay date 9/6/19

Check # 18 Direct Deposits

Federal Tax EFT # Filed by Paylocity

IL Tax EFT # Filed by Paylocity

IMRF: EFT #0541801 Ref. #63192

Voided Checks – None

- Trustee S. Hosek motioned to pay 9/6/19 payroll and President E. Bartunek seconded the motion.

Payroll: The Board reviewed payroll from 9/2/19-9/15/19: pay date 9/20/19

Check # 17 Direct Deposits

Federal Tax EFT # Filed by Paylocity

IL Tax EFT # Filed by Paylocity

IMRF: None

Voided Checks – None

- Treasurer N. Dzolic motioned to pay 9/20/19 payroll and President E. Bartunek seconded the motion.

Roll call results were:

- Aye- E. Bartunek, N. Dzolic, S. Hosek , R. Villanueva
- Nay- None
- Absent- M. Blatter , J. Lopez, S. Jahiri
- Abstain- None

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

Checks # LC 13298-13325, 1 EFTS's, 0 Debit/Credit Card Transactions and 0 Petty Cash

Total Amount \$28,806.13

- Treasurer N. Dzolic motioned to pay the invoices and Trustee S. Hosek seconded the motion.

Roll call results were:

- Aye- E. Bartunek, N. Dzolic, S. Hosek , R. Villanueva
- Nay- None
- Absent- M. Blatter , J. Lopez, S. Jahiri
- Abstain- None

Director’s Report:

Accepted as presented

Trustee Short-Take Video “Board Ethics”:

The trustees were shown a video on trustee Board Ethics.

Department Reports:

Accepted as presented

Committee Reports:

None

Unfinished Business:

None

New Business:

a. Approval of Staff Travel Expense (Approve) (Action)

Treasurer N. Dzolic motioned to Approve Staff Travel Expense and Trustee R. Villanueva seconded the motion.

Roll call results were:

- Aye- E. Bartunek, N. Dzolic, S. Hosek , R. Villanueva
- Nay- None
- Absent- M. Blatter , J. Lopez, S. Jahiri
- Abstain- None

b. Financial Software Upgrade Discussion

The Financial QuickBooks Software Upgrade to Online is tabled until the audit is complete.

c. Certification of Estimated Revenues by Source

The Certification of Estimated Revenues by Source was discussed and will be signed by the Treasurer N. Dzolic. It will be filed with the county.

d. Ethics Policy, Conflict of Interest Policy, and Ethics Statement Discussion

The Ethics Policy, Conflict of Interest Policy and Ethics Statement were discussed.

e. Wi-Fi Hot Spot Policy Revision Discussion

Trustee S. Hosek motioned to approve the Wi-Fi Hot Spot Policy Revisions and Trustee R. Villanueva seconded the motion. The revision of the Wi-Fi Hot Spot Policy was approved by voice vote all in favor.

f. FY20 Per Capita Requirements Discussion

The FY20 Per Capita requirements were discussed.

Having no further business the meeting was adjourned at 8:38 pm.

Respectfully Submitted,

A handwritten signature in black ink that reads "Rosa Villanueva". The signature is written in a cursive, flowing style.

Rosa Villanueva, pro tem Secretary