

**Stickney-Forest View Public Library District  
General Meeting of the Board of Trustees  
January 22, 2020**

The meeting was called to order at 6:01 pm by Board President E. Bartunek. Present at roll call were, Treasurer N. Dzolic, Secretary M. Blatter, Trustee S. Hosek and Trustee S. Jahiri. Trustee R. Villanueva was absent from the meeting.

Present from the Library staff were Director L. Shell and meeting stenographer J. Chávez Buchanan.

**Audit Presentation – Brain D. Lefevre – Sikich LLP**

Presentation of the FY19 Financial Auditor's Communication to the Board of Trustees was given by Brian LeFevre – Sikich LLP

**Secretary's Minutes:**

Treasurer N. Dzolic motioned to approve the November 20, 2019 Regular Board Meeting Minutes and Trustee S. Jahiri seconded the motion. The minutes were approved by voice vote all in favor. Accepted with no corrections and filed for audit.

**Secretary's Report/Correspondence:**

The Library received several holiday cards from various vendors.

The Library received a letter from St Pius church thanking the library for supporting the giving tree and food drive.

The Youth Services department received many posts on Facebook praising the department on all their wonderful programs for kids.

G. Fitzgerald received a thank you card from a patron praising all her efforts.

**Financial Report:**

**Treasurer's report (November, December):** Accepted as presented

**Profit and Loss Report (November, December):** Accepted as presented

**Transaction List (November, December):** Accepted as presented

**Warrants:**

**Payroll:** The Board reviewed payroll from 11/11/19-11/24/19: pay date 11/29/19  
Check # 17 Direct Deposits  
Federal Tax EFT # Filed by Paylocity  
IL Tax EFT # Filed by Paylocity  
IMRF: EFT #0541801 Ref. #41900  
Voided Checks – None

**Payroll:** The Board reviewed payroll from 11/25/19-12/8/19: pay date 12/13/19  
Check # 17 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 12/9/19-12/22/19: pay date 12/27/19  
Check # 17 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 12/23/19-1/5/20: pay date 1/10/20  
Check # 17 Direct Deposits  
Federal Tax EFT # Filed by Paylocity  
IL Tax EFT # Filed by Paylocity  
IMRF: EFT #0541801 Ref. #61991  
Voided Checks – None

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

Roll call results were:

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

**November Invoices:** Invoices were reviewed and the invoices presented for payment were:  
Checks # LC 13413-13445, 1 EFTS's, 0 Debit/Credit Card Transactions and 0 Petty Cash  
Total Amount \$47,834.26

**December Invoices:** Invoices were reviewed and the invoices presented for payment were:  
Checks # LC 13446-13481, 1 EFTS's, 0 Debit/Credit Card Transactions and 1 Petty Cash  
Total Amount \$25,761.07

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

Roll call results were:

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

#### **Director's Report-**

Accepted as presented

#### **Trustee Short-Take Video "Strategic Planning":**

The trustees were shown a video on strategic planning.

#### **Department Reports:**

Accepted as presented

#### **Committee Reports:**

None

#### **Unfinished Business:**

##### **a. Ethics Policy, Conflict of Interest Policy, and Ethics Statement Discussion**

The Trustees discussed the Ethics Policy, Conflict of Interest Policy, and Ethics Statement.

#### **New Business:**

##### **a. Approval of Staff Travel Expenditures.**

Trustee S. Hosek motioned to approve the Staff Travel Expenditures and President E. Bartunek seconded the motion.

Roll call results were:

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

**b. Revised Sexual Harassment Policy Resolution FY20-02**

Treasurer N. Dzolic motioned to approve the revised Sexual Harassment Policy and Trustee S. Jahiri seconded the motion.

Roll call results were:

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

**c. Transferring of Funds from Special Reserves to General Operating Accounts Resolution FY20-03**

Trustee S. Jahiri motioned to approve the Transferring of Funds from Special Reserves to General Operating Accounts and Secretary M. Blatter seconded the motion.

Roll call results were:

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

**d. Discussion of Potential Candidates to Fill Board Vacancy – Joseph Lopez seat (2021)**

The Trustees discussed potential candidates to fill former Trustee Lopez board vacancy. The vacancy will be advertised and potential candidates will need to submit a letter of intent.

**e. Discussion of Per Capita Requirement Topics**

- i. **Trustee Facts File Chapters 11-14 and Appendices**
- ii. **Standards for Illinois Public Libraries Chapter 3**

The Trustees discussed the Per Capita Requirement Topics.

**f. Discussion of ComEd Energy Efficiency Proposal**

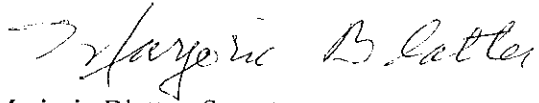
The Trustee discussed the ComEd Energy Efficiency proposal. It was decided that the replacement of lights would not be cost effective.

**Comments from the Public:**

None

Having no further business the meeting was adjourned at 7:43 PM.

Respectfully Submitted,

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

Marjorie Blatter, Secretary