

Steger-South Chicago Heights Public Library  
Board of Trustees,  
Minutes of the April 21, 2016 Regular Meeting

President Thurmond called the meeting to order at 7:04 pm

**ROLL CALL:**

Present: Fiorenzo, Holecek-Sherman, Joyce, Luering, Stewart\*, Stroube, Thurmond

Absent: 0

Also Present: Jamie Paicely, Library Director \*Trustee Stewart arrived at 7:05

**MINUTES:**

Trustee Luering made a motion, and Trustee Joyce seconded the motion to approve the minutes from the March 17, 2016 Regular meeting as presented. Upon a voice vote, the motion passed, Trustee Holecek-Sherman abstained from the vote.

**CORRESPONDANCE:**

1. Card from Fred & Linda Diamon in regards to their donation in honor of Marie Iafollo.
2. Thank you note from Ann Geraci in regards to Hannah Geraci's art showing that took place at the library on April 2<sup>nd</sup>.
3. Letter from Secretary of State in regards to Per Capita, which will be \$10,567.58 for FY 2016.

**FINANCIAL REPORT:**

Trustee Holecek-Sherman made a motion and Trustee Stroube seconded that the Board approve the April 2016 Claims list for \$11,047.96, the petty cash for \$849.39, the credit card for \$7,314.47 and the IMRF for \$2,006.30 (Library = \$1,556.45 and Employee = \$449.85). Upon a roll call vote the motion passed.

Ayes: Fiorenzo, Holecek-Sherman, Joyce, Luering, Stewart, Stroube, Thurmond

Nays: 0

Absent: 0

**LIBRARIAN REPORT:**

**March 2016**

**AUTOMATION:**

Carlos came in and did the regularly scheduled maintenance and updates. He has installed new memory on all public and staff computers, making them quicker. He has also updated the Wi-Fi in the building.

**BUILDING MAINTENANCE:**

Terry replaced lights throughout the building.

**PERSONNEL:**

Devonte and Jessica are both past their 90 days, so we will be ordering staff shirts for them.

**PROGRAMS:**

March Programs

We had 7 Adult Programs, with 75 people attending them. The most popular program was the Hide & Seek program with 27 people playing this month.

We had 6 Teen programs, with 37 people attending them. Our most popular program was the DIY Monogram, with 14 people attending it.

We had 11 Children's programs with 324 people attending them. Our most popular children's event was Easter Egg hunt with 52 kids participating in the actual Egg Hunt and another 99 doing the two different crafts that were available that day. We also had 32 children attend the Melikin Puppets presentation.

**OTHER:.**

Meetings: I attended 2 ATLAS meeting, 1 SLAMM meeting, SWAN Quarterly, and 1 Kiwanis meeting in March.

After Hours Art Showing: Hannah Geraci, had her art showing on Saturday, April 2<sup>nd</sup>. There was a really good turn out and Hannah and her family were very excited and pleased with the library and the help that we gave them. There was \$130 in donations raised from this event.

PLA in Denver: I attended PLA April 6-9<sup>th</sup> in Denver. It was really great and I got a lot of great ideas for our Strategic Plan, as well as ideas on how to get the staff and community more vested and engaged with the libraries. I attended programs on transforming Library programs to be more patron friendly and less staff stressed, getting the

staff engaged and really committed to the library and community, and how to better attract local patrons and families to the library. Overall, I think the programs were very relevant and I enjoyed the time to really learn how to invest in the Library and our community.

ARSL in Fargo: ARSL is in Fargo, ND this year, on October 27<sup>th</sup> – 29<sup>th</sup>. I would like to use the left over Per Capita money to go to this conference. As I said last time, this is by far my favorite conference for this library. They focus on smaller libraries, with smaller budgets and staff. Overall the fee should be under \$1000 (Hotel ~ \$450.00 – working on splitting with another librarian, Conf ~ \$275.00 early bird with membership, Flight ~ \$400.00 – I have found one last week for \$358 round trip, so this is a higher estimate for the flight).

Staff Evaluations: I am currently in the process of wrapping up staff evaluations. I am looking at giving a Cost of Living Increase to everyone across the board. I am also looking at giving a few people merit raises based on their performance. Overall, this should add about \$7,000 to the salary line for the next fiscal year.

Strategic Plan 2017-2021: I am currently working on a new plan for our Strategic Plan. I have gotten some ideas from staff, as to their goals for the library and where they would like to see us. I'm not sure how to proceed. Does there need to be a committee with Board and Staff members on it, or can I simply gather information from both and put the plan into draft form?

SWAN In-Service Conference: SWAN is offering its first annual CE Conference that will deal specifically with SWAN library issues on Friday, July 22nd. They will discuss programming, the new system and better ways to use it. I would like to close the library this day and take the entire staff to this training. They are going to have different sessions that deal with processing materials, using the catalog ways to promote the catalog, and more!

Refrigerator: I would like to buy a refrigerator for the staff and for programming. Currently we only have a small, dorm size refrigerator and we are limited by it. A lot of staff bring their lunches and there is not enough room for them, even with the fridge being cleaned out weekly.

PPRT: The State of Illinois announced they had overpaid PPRT in 2014 and the error was recently discovered. Our library was overpaid \$1,278.59. It has not been announced how they are going to re-coup this money. We may have to pay it back or we may have the option of having it deducted from our next payments, until the balance is settled.

#### **COMMITTEE REPORTS:**

None

#### **OLD BUSINESS:**

Trustee Holecek-Sherman motioned and Trustee Joyce seconded to go into Closed Session in accordance with 5 *ILCS 120/2(c)* at 8:39pm. Upon a voice vote, motioned passed.

Trustee Joyce motioned and Trustee Stroube seconded to end Closed Session at 9:14pm. Upon a voice vote, motioned passed.

Trustee Luering motioned and Trustee Stewart seconded to reenter Open Session at 9:15pm. Upon a voice vote, motioned passed.

#### **NEW BUSINESS:**

The Estimate of Revenue was presented for review to the Board. The Finance Committee discussed the need of meeting soon to review the FY 2016-2017 Budget.

A Strategic Plan Committee was formed. They will meet on May 10<sup>th</sup> at 2:00pm at the Library.

#### **TRUSTEE DISCUSSION:**

Trustee Fiorenzo read a Thank You card from Marie Iafollo for her celebration / ceremony.

The ATLAS Annual Trustee Training was discussed with Trustees Thurmond, Stewart, Stroube, and Joyce volunteering to go. It will be at Crete Public Library on May 14<sup>th</sup>.

#### **ADJOURNMENT:**

Trustee Joyce made a motion and Trustee Holecek-Sherman seconded to adjourn the meeting. Upon a voice vote the motion passed. The meeting was adjourned at 9:19pm.