

Steger-South Chicago Heights Public Library  
Board of Trustees,  
Minutes of the March 17, 2016 Regular Meeting

President Thurmond called the meeting to order at 7:10 pm

**ROLL CALL:**

Present: Fiorenzo, Joyce, Lueling, Stewart, Stroube, Thurmond

Absent: Holecek-Sherman

Also Present: Jamie Paicely, Library Director

**MINUTES:**

Trustee Joyce made a motion, and Trustee Stroube seconded the motion to approve the minutes from the February 18, 2016 Regular meeting as presented. Upon a voice vote, the motion passed.

Trustee Thurmond made a motion, and Trustee Lueling seconded the motion to approve the minutes from the March 1, 2016 Policy Committee meeting as presented. Upon a voice vote, the motion passed.

**CORRESPONDANCE:**

None

**FINANCIAL REPORT:**

Trustee Stroube made a motion and Trustee Stewart seconded that the Board approve the March 2016 Claims list for \$19,072.95, the petty cash for \$473.50, the credit card for \$4,914.18 and the IMRF for \$1,916.10 (Library = \$1,486.47 and Employee = \$429.63). Upon a roll call vote the motion passed.

Ayes: Fiorenzo, Joyce, Lueling, Stewart, Stroube, Thurmond

Nays: 0

Absent: Holecek-Sherman

**LIBRARIAN REPORT:**

**February 2016  
AUTOMATION:**

Carlos came in and did the regularly scheduled maintenance and updates. He also gave me parts to order to increase the memory on all public and staff computers to make them faster. He also updated our internet connection with Comcast so that we will have a quicker, and more reliable, connection.

**BUILDING MAINTENANCE:**

I have heard no update on our lighting rebate, which will likely be the case until the State passes a budget.

**PERSONNEL:**

No issues to report! Yay!

**PROGRAMS:**

January Programs

We had 5 Adult Programs, with 32 people attending them. The most popular program was the Illinois iCash program with 9 attendees finding hidden cash!

We had 2 Teen programs, with 11 people attending them. Our most popular program was the Loom Bracelet program with 9 teens participating in that. We did have a 3 teen programs scheduled that were canceled due to weather in February.

We had 11 Children's programs with 128 people attending them. Our most popular children's event was the Drop-In Crafts with 16 children completing them throughout the month. We also had 12 attend the President's Day program and 9 attend the Chinese New Year party.

**OTHER:**

Meetings: I attended 1 ATLAS meeting, 1 SLAMM meeting, and the Legislative Breakfast in Tinley Park in February.

Credit Card Machine – update: At the SWAN Quarterly meeting in March, the Credit Card machines were discussed. There has been a delay in purchasing them because of the Credit Card Companies moving to the “Chip & PIN” model. SWAN is waiting to group purchase the machines until these new models are compatible with the Chip & PIN cards.

Steger Days of Music Parade: July 10<sup>th</sup> – We have found several trinkets on OrientalTrading.com that we are going to purchase for the parade. Last year we asked the Friends for this donation, but with the Per Capita funds this year, I think we will be able to purchase them ourselves. The total prices will be about \$500 for the candy and items we are going to throw out along the parade route.

Pre-Paid, Re-Loadable Visa: I was thinking about providing one of these for the Programmers to be able to buy their supplies. However, I think we should discuss it more at the meeting before moving forward.

After Hours Art Showing: Hannah Geraci, a local girl, will be putting her art on display in April at the library. Her family will be having an “Open House” after hours on Saturday, April 2<sup>nd</sup> from 5:30-6:30. I will be here to let people in the front door for the event. They will be serving light refreshments and have asked the visitors to consider making a donation to the Library in honor of Hannah. The entire board is invited.

**COMMITTEE REPORTS:**

None

**OLD BUSINESS:**

None

**NEW BUSINESS:**

The Director’s Annual Evaluation was discussed. The Trustees were all given the evaluation sheet and will discuss the evaluation next month and present to the Director at May’s monthly meeting.

**TRUSTEE DISCUSSION:**

The Trustees watched and discussed the eighth video in the “Short Takes for Trustees” series, titled “Evaluating the Director”.

**ADJOURNMENT:**

Trustee Joyce made a motion and Trustee Stewart seconded to adjourn the meeting. Upon a voice vote the motion passed. The meeting was adjourned at 8:25 pm.

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Secretary’s Signature