

**SCHILLER PARK PUBLIC LIBRARY  
BOARD OF DIRECTORS  
MINUTES OF THE BOARD MEETING: AUGUST 25, 2011**

CALL TO ORDER

President Stachura called the meeting to order at 7:00pm.

ROLL CALL

Catherine Stachura, Mary Tedei, Ellen Melnitzke, Carrie Jordan, Barbara Piltaver, Malgorzata Rostecka, Tina J Setzer, Library Director. Absent: Sandra Rosario.

A quorum was present.

MINUTES

A MOTION was made by Barbara Piltaver and seconded by Mary Tedei, to approve the minutes of July 25, 2011. The motion was approved unanimously.

OLD BUSINESS

Update of Expansion Project – Ms. Setzer reported the suggestion by the Schiller Park Fire Department to update the fire protection system on the upper floor and the board needs to address this in the future.

Ms. Tedei suggested adding repairing the parking lot pot holes to our Wish List. Ms. Setzer will approach the Village Board to ask if they can repair the Library parking lot's pot holes the next time they do parking lot repair work.

Siemens will absorb the cost of the Library's Open House, once the construction work is completed.

We need to address the parking spaces in front of the Library with the Village; others (residents and employees from neighboring business) are using them. Two concerns: the book drop will now be open 24 hrs a day and sometimes children are being dropped off right on the street. Ms. Setzer will compose a letter from the Board addressing our child safety and book drop concerns.

Annual employee medical insurance renewal – Humana couldn't prescreen, if we are on the Village's payroll. Piggybacking was suggested and Ms. Setzer will ask the village if this is possible to save on library employee insurance costs. A MOTION was made by Sandra Rosario and seconded by Malgorzata Rostecka, to stay with Aetna, if they are underwriting.

FINANCIAL REPORT

A MOTION was made by Mary Tedei, and seconded by Carrie Jordan, to approve the Treasurer's Report for August, 2011, for checks #25644 through #25690, totaling \$358,973.45 from the General Revenue Fund. Motion carried unanimously.

LIBRARIAN'S REPORT

A MOTION was made by Mary Tedei and seconded by Sandra Rosario, to approve the Librarian's Report for July, 2011. Motion carried unanimously.

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Illinois Library Standards: Chapter 2 Review – Ms. Setzer suggested the Board review the Library's Long Range Plan soon. Discussion ensued: put a survey on our website; Barbara putting an article in People & Places to go to the website for the survey.

Annual Halloween Party will take place on October 29<sup>th</sup> (1:30p to 4p). Board volunteers are needed. Ms. Setzer was asked to take a tally to see how many children show up that afternoon who have not signed up. Two separate parties were suggested to accommodate all the Schiller Park children who want to attend.

Ms. Setzer announced that September is National Library Month. A suggestion was to advertise a free gift to you sign up for a library card.

As part of the Illinois Library Association Annual Conference, Trustee Day is Thursday, October 20<sup>th</sup>. Board Trustees are invited to attend, if their schedule permits.

COMMITTEE REPORTS

Budget & Finance, Planning & Policy, Operations, Employee Relations, Communications; Wish List, Special Project – No Reports.

GUESTS & PUBLIC COMMENTARY

No one was in attendance.

EXECUTIVE SESSION

A MOTION was made by Sandra Rosario, and seconded by Barbara Piltaver, to approve the minutes of the July 27, 2011, Executive Session minutes. Motion carried unanimously.

NEW BUSINESS

Ms. Setzer will check into a stipend for taking library board minutes. President Stachura gave Ms. Setzer \$190.12 for Petty Cash funding.

A MOTION was made by Carrie Jordan and seconded by Mary Tedei, to approve the Library Holiday schedule. Motion carried unanimously.

A MOTION was made by Barbara Piltaver and seconded by Malgorzata Rostecka, to approve the 2012 Board Meeting schedule. Motion carried unanimously.

Ms. Setzer read 212 Customer Service book and will look into getting additional copies for our training class.

COMMUNICATIONS – none.

ADJOURNMENT

A MOTION was made by Sandra Rosario and duly seconded by Malgorzata Rostecka, to adjourn the meeting. The meeting was adjourned at 7:54pm.

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The next Library Board Meeting will be Thursday, September 22, 2011, at 7pm in the Lower Level of the Library.

Respectfully submitted,

Ellen Melnitzke  
Secretary

Mydocs/library board/minutes August 25, 2011