

**PRESIDENT AND BOARD OF LIBRARY TRUSTEES
OF THE SCHILLER PARK PUBLIC LIBRARY
MINUTES OF THE MEETING DATED DECEMBER 30, 2011**

BOARD MEMBERS PRESENT:

Catherine Stachura, President
Mary Tedei, Vice President
Sandra Rosario, Trustee
Malgorzata Rostecka, Trustee
Barbara Piltaver, Trustee

ABSENT: C. Jordan

E. Melnitzke, Secretary

Also Present: Library Director, Tina Setzer

Meeting called to order at 6 pm.

Roll call was taken – A quorum was present

In the absence of the Board Secretary, Board President made a motion to appoint Trustee, Barbara Piltaver as acting Secretary for minute taking. Motion was Seconded and Carried. 5 Yeah, 2 Absent

MINUTES Motion was made to approve the minutes from the regular Meeting of November 17, 2011. Motion Seconded/Carried. 5 Yeah, 2 Absent

OLD BUSINESS was held to later in the meeting until Mr. Wayne Eng was present.

Financial Report – Motion was made to approve the Treasurer's Report for December 31, 2011. Motion Seconded/Carried. 5 Yeah, 2 Absent

Librarian's Report – Motion was made to approve the Librarian's Report for the month of November, 2011. Motion Seconded/Carried. 5 Yeah, 2 Absent

Old Business -Update on Expansion Project – Mr. Wayne Eng addressed the Board and gave a progress report on the completion of the expansion. Essentially the wing is complete except for a few minor things to change. Roof still needs to be completed but waiting for better weather. Mr. Eng explained to the Board the requirements the Fire Department is requesting be completed once the library receives its funding with the new fiscal year. A letter was presented to Ms. Setzer prior to meeting explaining all that is required. The letter essentially stated that the Library Board agrees to install the required fire alarm upgrades within 45 days of May 1, 2012 in order to receive a temporary Certificate of Occupancy. When asked, Mr. Eng explained that the expansion of the library is within budget except for the unexpected requirements by the fire department.

A motion was made to approve the Resolution drawn up by the Fire Department requiring the Library to complete the fire alarm upgrades within 45 days of May 1, 2012 when new library funds become available. Motion was Seconded/Carried. 5 Yeah, 2 Absent

Committee Reports

Budget and Finance – No Meeting No Report – Budget planning should begin in February
Planning and Policy – No Meeting No Report

Operations – No Meeting No Report – Re-opening on Sundays was discussed and will be revisited prior to next budget being passed.

Employee Relations – No Meeting No Report

Communications – No Meeting No Report – Comment from public in suggestion box – “Building looks wonderful.”

Wish List – No Meeting No Report

Special Project – No Meeting No Report

New Business

Discussion on following:

- Report on Customer Service Presentation on December 30, 2011 – Well attended and attendees learned a lot. Suggestion was made to try and video tape future presentations for people who cannot attend.
- Open Meetings Act requirements for Board Members
- Congratulations were extended to Ms. Setzer for the successful completion of all requirements for the Opportunity Online Hardware Grant from the Secretary of State's Office; grant amount and what has to be purchased.
- Schiller Park Public Library Audit report dated 4-30-11 from Wagner, Sim & Co.
- Annual Treasurer's Report dated 4-30-11
- Letter received from Village concerning parking next to the library drop box.
- Question was raised concerning how materials are ordered for library; by whom and from where.
- Formal dedication for new library wing; when, invitations, guests and other details. Suggested to schedule in February.

COMMUNICATIONS

The President of the Board presented an application to the members for approval to use the Meeting Room by the Bulgarian Learning Center, Requester Lilian Paslieva, for January 28, 2012 from 9 am to 2 pm. A motion was made to approve the application. Motion Seconded/Carried. 5 Yeah, 2 Absent

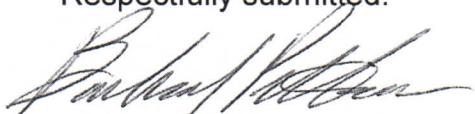
PUBLIC COMMENT – None

EXECUTIVE SESSION - None

ADJOURNMENT – A motion was made to adjourn the meeting. Motion was Seconded/Carried 5 Yeah 2 Absent

Meeting Adjourned 6:40 pm

Respectfully submitted:



Barbara J. Piltaver
Acting Secretary

1-5-2012