

**SCHILLER PARK PUBLIC LIBRARY
BOARD OF DIRECTORS
MINUTES OF THE BOARD MEETING:
November 19, 2015**

A. CALL TO ORDER:

President Fanselow called the meeting to order at 7:02 p.m.

B. PLEDGE OF ALLEGIANCE:

C. ROLL CALL:

Present: Diana Caffero, Audrey Fanselow, Earl Gilpin, Ellen Melnitzke, Sandra Rosario,
Terri Sheridan, Jennifer Yarnell, Tina J. Setzer, Library Director.

A quorum was present.

D. MINUTES FROM PREVIOUS MEETING

1. Minutes from Regular Meeting of October 29, 2015

A MOTION was made by Earl Gilpin and seconded by Diana Caffero to approve the minutes from October 29, 2015. Motion carried unanimously.

2. Minutes from the Policy Committee Meeting of October 29, 2015

A MOTION was made by Ellen Melnitzke and seconded by Diana Caffero to approve the policy committee minutes from October 29, 2015. Motion carried unanimously.

E. GUEST AND PUBLIC COMMENTARY

F. FINANCIAL REPORT

1. Treasurer's Report for November 2015

A MOTION was made by Terri Sheridan and seconded by Earl Gilpin to approve the Treasurer's Report for November 2015 for checks #28123 through #28172 totaling \$79,579.38 from the General Revenue Fund. Motion carried unanimously.

G. LIBRARIANS REPORT

1. October 2015 Report

Vice President Caffero commented on the increase in circulation statistics. Director Setzer believes the increase is attributed to the Washington Elementary School visit.

Director Setzer reported the library was awarded a grant to purchase financial education materials for children and teens.

Director Setzer stated the annual Christmas Party will be on December 12th from 1:30 – 3:00pm.

A MOTION was made by Terri Sheridan and seconded by Diana Caffero to approve the October 2015 Librarians Report. Motion carried unanimously.

H. COMMITTEE REPORTS

1. Planning and Policy

The Planning and Policy Committee have met over the past few months to review the Bylaws of the Board of Trustees and the Library Personnel Policy. The suggested updated versions of the documents were presented for the first reading by the entire Library Board of Trustees to provide input regarding updates.

I. EXECUTIVE SESSION

J. OLD BUSINESS

1. Little Library Community Wide Project Update

President Fanselow stated the Little Library Project currently has one house under construction created by East Leyden High School. East Leyden High School also volunteered to install the structures.

Director Setzer spoke with Superintendent Boryszewski regarding the project. Superintendent Boryszewski will present the project at the December School Board Meeting.

President Fanselow, Director Setzer, and Assistant Director Williams met with principal Weiner from St. Maria Goretti School to introduce the project. St. Maria Goretti is interested in participating in the project.

2. Logo Update

Director Setzer spoke to Lorette Dodt, the Triton Visual Communications Coordinator regarding the reformatting of the logo. Ms. Dodt offered to reformat the logo since the student who created the logo has graduated from Triton College.

3. Upcoming Projects Update

Director Setzer is awaiting several bids for the replacement of the Youth Services carpet, furnishing of the teen space, and replacement of staff chairs.

K. NEW BUSINESS

L. COMMUNICATIONS

1. WoodmenLife Thank You Letter

A letter of appreciation on behalf of the Schiller Park Public Library Staff and Board of Trustees was submitted to WoodmenLife for their generous donation of the United States Flag and stand which is displayed in the meeting room.

2. Revised Meeting Room Application

The meeting room application was revised to include a hold harmless agreement. A discussion was held regarding groups using the meeting room.

M. ADJOURNMENT

A MOTION was made by Earl Gilpin and seconded by Terri Sheridan to adjourn the meeting at 7:27 p.m. Motion carried unanimously.

The next Board Meeting will be December 10, 2015 at 7:00 p.m.

Respectfully submitted,

Jennifer Yarnell

Secretary