

**SCHILLER PARK PUBLIC LIBRARY
WISH LIST COMMITTEE
MINUTES MEETING:
FEBRUARY 25, 2016**

A. CALL TO ORDER:

Meeting called to order at 6:08 p.m.

B. ROLL CALL:

Present: Audrey Fanselow, Library Board President, Terri Sheridan, Library Board Treasurer and Earl Gilpin, Library Trustee

Also Present: Tina J. Setzer, Library Director

C. GUEST AND PUBLIC COMMENTARY – No Public Commentary

D. POLICY REVIEW

Director Setzer presented the committee with copies of the Schiller Park Library's Wish list for 2015-16 and a list of staff suggested items for inclusion in the Wish list for 2016-17. The committee discussed the wish list process and the importance of the prioritizing the items for inclusion in the library budget process.

The committee decided to prioritize the following projects for 2015-16: Circulating tablets/e book readers; replacing the outside marquee; renovating all the restrooms in the library on a five year plan; replacing the shelving on a five year plan; and adding a scrolling sign highlighting library events and services behind the circulation desk. A 2016-17 Wish list will be created and distributed in the March Board Packet.

E. MOTION by Earl Gilpin Seconded by Terri Sheridan for ADJOURNMENT AT 7:00 P.M.

**SCHILLER PARK PUBLIC LIBRARY
BOARD OF DIRECTORS
MINUTES OF THE BOARD MEETING:
February 25, 2016**

A. Call To Order:

President Fanselow called the meeting to order at 7:01 p.m.

B. Pledge of Allegiance:

C. Roll Call:

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

Absent: Ellen Melnitzke

A quorum was present.

D. Minutes from Previous Meeting

1. Minutes from Regular Meeting of January 28, 2016

A MOTION was made by Sandra Rosario and seconded by Terri Sheridan to approve the minutes from January 28, 2016. Motion carried unanimously.

E. Guest and Public Commentary

None

F. Financial Report

1. Treasurer's Report for February 2016

President Fanselow inquired about the monthly copier cost. Vice President Caffero inquired about the auditor fee. Director Setzer explained the auditor fee is assessed once a year.

A MOTION was made by Diana Caffero and seconded by Earl Gilpin to approve the Treasurer's Report for February 2016 for checks #28258 through #28299 totaling \$74,310.48 from the General Revenue Fund. Motion carried unanimously.

G. Librarians Report

1. January 2016 Report

Trustee Gilpin inquired about the decrease in online circulation. Director Setzer explained the Media on Demand site was down and next month's report should reflect the accurate online circulation count. Director Setzer presented the following upcoming events:

March 1st from 4:00-5:00pm - Dr. Seuss Open House

March 9th from 6:00-8:00pm - Assistant Director Williams and Information Services Director Elgin will attend the St. Maria Goretti Literacy Night

March 19th from 1:00-3:00pm - Easter Egg Hunt

March 28th-April 23rd - Spring Reading Program

May 7th from 10:00am-4:00pm - Free Comic Book Day

April 25th & May 23rd - Anime Club

A MOTION was made by Sandra Rosario and seconded by Jennifer Yarnell to approve the January 2016 Librarians Report. Motion carried unanimously.

H. Committee Reports

1. Planning and Policy

a) Personnel Policy

A MOTION was made by Jennifer Yarnell and seconded by Earl Gilpin to approve the Personnel Policy. Motion carried unanimously.

2. Wish List

The Wish List Committee met and has put together a priority purchase list as follows:
E-readers, tablets, restroom renovation, shelving, electronic marquee.

I. Executive Session

1. To Conduct a Review of Closed Session Minutes

A MOTION was made by Diana Caffero and seconded by Earl Gilpin to enter Executive Session at 7:37pm. Motion carried unanimously.

A MOTION was made by Diana Caffero and seconded by Terri Sheridan to return from Executive Session at 7:51pm. Motion carried unanimously.

Roll Call:

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

Absent: Ellen Melnitzke

A quorum was present.

A MOTION was made by Sandra Rosario and seconded by Jennifer Yarnell to keep the minutes of the Executive Session of the Schiller Park Public Library Board from April-June 2015 closed to the public. Motion carried unanimously.

J. Old Business

1. Little Library Community Wide Project Update

The library will follow up with the participating schools regarding any additional questions and to confirm the target Little Library design submission date at the end of March.

2. Youth Services Carpet and Workroom Renovation Update

Discussion of carpet and workroom vendors took place. Various vendors are in the process of supplying bids.

K. New Business

1. List of Equipment Disposal Items

A MOTION was made by Terri Sheridan and seconded by Sandra Rosario to approve the February 2016 disposition list. Motion carried unanimously.

L. Communications

1. Annual Audit

A discussion of the annual audit was held.

2. Property Tax Exemption Affidavit

A copy of the property tax exemption affidavit filed by the Village Clerk was presented.

3. Approved Trustee Bylaws January 2016

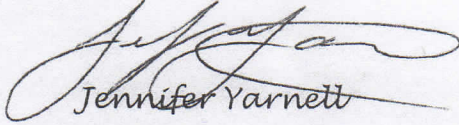
4. Thank you from Gilpin Family

5. Donation Thank you letter to Mr. Topel

A MOTION was made by Earl Gilpin and seconded by Terri Sheridan to adjourn the meeting at 8:24 p.m. Motion carried unanimously.

The next Board Meeting will be March 24, 2016 at 7:00 p.m.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "Jennifer Yarnett", written over the printed name.

Secretary