

**SCHILLER PARK PUBLIC LIBRARY  
BUDGET AND FINANCE COMMITTEE  
MINUTES MEETING:  
MARCH 31, 2016**

**A. CALL TO ORDER:**

Meeting called to order at 6:02 p.m.

**B. ROLL CALL:**

Present: Audrey Fanselow, Library Board President, Diana Caffero, Library Board Vice President and Terri Sheridan, Library Board Treasurer

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 following documents: Schiller Park Library's FY 2015-16 Budget; the Library's section of the Village of Schiller Park's 2016-17 Levy; the library's current staff salary structure; the proposed Schiller Park Library's FY 2016-17 Budget; and the proposed Schiller Park Library's FY 2016-17 Working Budget. The committee discussed every document at length and made financial recommendations.

Ms. Setzer was directed to create a 2016-17 Budget based on the recommendations of the Budget and Finance Committee which will be distributed in the April Board Packet for board approval. The approved Budget will then be given to the Village of Schiller Park's Finance Director to be included with the Village's Final Budget.

**E. MOTION by Diana Caffero Seconded by Terri Sheridan for ADJOURNMENT AT 6:55 P.M.**

**SCHILLER PARK PUBLIC LIBRARY  
BOARD OF DIRECTORS  
MINUTES OF THE BOARD MEETING:  
March 31, 2016**

**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, Terri Sheridan,  
Jennifer Yarnell, Tina J. Setzer, Library Director, Laura Williams, Assistant Director.

Absent: Sandra Rosario

A quorum was present.

**D. Minutes from Previous Meeting**

**1. Minutes from Regular Meeting of February 25, 2016**

A MOTION was made by Earl Gilpin and seconded by Jennifer Yarnell to approve the minutes from February 25, 2016. Motion carried unanimously.

**2. Minutes from the Executive Session of February 25, 2016**

A MOTION was made by Diana Caffero and seconded by Terri Sheridan to approve the minutes from February 25, 2016. Motion carried unanimously.

**3. Minutes from the Wish List Committee of February 25, 2016**

A MOTION was made by Earl Gilpin and seconded by Jennifer Yarnell to approve the minutes from February 25, 2016.

Yes: Fanselow, Gilpin, Melnitzke, Sheridan, Yarnell

Present: Caffero

Absent: Rosario

Motion carried.

**E. Guest and Public Commentary**

Chairman Dan Sliwicki of the Historical Society was in attendance. Chairman Sliwicki discussed the financial request for a curator for the Historical Society to be included in the Village's budget. Chairman Sliwicki stated the Village Manager, Brad Townsend, suggested the library take on part of the financial responsibility for the cost of the curator. Chairman Sliwicki informed the Library Board of Trustees that the initial financial request was not proposed by the Historical Society and he was available to answer any additional questions.

**F. Financial Report**

**1. Treasurer's Report for March 2016**

A MOTION was made by Ellen Melnitzke and seconded by Diana Caffero to approve the Treasurer's Report for March 2016 for checks #28300 through #28344 totaling \$68,195.56 from the General Revenue Fund. Motion carried unanimously.



## **G. Librarians Report**

### **1. February 2016 Report**

Director Setzer thanked all our volunteers for the Easter Egg Hunt Party.

Staff had the opportunity to meet Lorraine Trzaska, one of the founders of the Schiller Park Public Library. Director Setzer stated the library would like to get in touch with her to obtain further information about the history of the library.

Director Setzer stated the first Comprehensive Planning Committee Meeting of the Village of Schiller Park will be held at Village Hall on April 11<sup>th</sup> at 6:00pm.

Director Setzer and Assistant Director Williams attended the MobileCirc Faire on March 9<sup>th</sup> and discussed how MobileCirc was valuable when attending St. Maria Goretti's Literacy Night to register the community for library cards. Discussion was also held on beneficial ways MobileCirc could be used at community events.

A MOTION was made by Diana Caffero and seconded by Ellen Melnitzke to approve the February 2016 Librarians Report. Motion carried unanimously.

## **H. Committee Reports**

### **1. Wish List**

#### **a. Wish List 2016-17**

A motion was made by Ellen Melnitzke and seconded by Earl Gilpin to approve the 2016-17 Wish List. Motion carried unanimously.

The Budget and Finance Meeting took place this evening. Details from the meeting will be discussed at the April Library Board Meeting.

## **I. Executive Session**

## **J. Old Business**

### **1. Little Library Community Wide Project Update**

District 81 and St. Maria Goretti School submitted their suggested Little Library school designs. The school designs will be submitted to the East Leyden High School Art Department to begin painting of the Little Library structures.

### **2. Youth Services Carpet and Workroom Renovation Update**

Carpet bids for the Youth Services Department were presented. President Fanselow and Director Setzer will request additional carpet bids.

## **K. New Business**

### **1. List of Equipment Disposal Items**

A MOTION was made by Jennifer Yarnell and seconded by Earl Gilpin to approve the March 25, 2016 disposition list. Motion carried unanimously.

### **2. Legislative Luncheon**

President Fanselow, Vice President Caffero, Treasurer Sheridan, Director Setzer, and Assistant Director Williams attended the Legislative Luncheon on February 12<sup>th</sup>. Library supporters were given the opportunity to meet legislators in person and talk about issues affecting local libraries and the communities they serve.

### **3. Emedia Demonstration**

Assistant Director Williams presented and discussed Emedia products available at the library.

**Communications**

1. Statement of Economic Interest  
Reminder: Need to be filed by May 1, 2016.
2. District 81 Groundbreaking  
Invitation to attend the event.

Martha M. suggested having a Spanish Book Club

A MOTION was made by Earl Gilpin and seconded by Ellen Melnitzke to adjourn the meeting at 8:28 p.m. Motion carried unanimously.

The next Board Meeting will be April 14, 2016 at 7:00 p.m.

Respectfully submitted,

*Jennifer Yarnell*  
Secretary