

**SCHILLER PARK PUBLIC LIBRARY  
BOARD OF DIRECTORS  
MINUTES OF THE BOARD MEETING:  
November 10, 2016**

**A. Call To Order:**

President Fanselow called the meeting to order at 6:40 p.m.

**B. Pledge of Allegiance:**

**C. Roll Call:**

Present: Diana Caffero, Audrey Fanselow, Earl Gilpin, Diane Morioka, 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 October 27, 2016**

A MOTION was made by Diana Caffero and seconded by Diane Morioka to approve the minutes from October 27, 2016. Motion carried unanimously.

**2. Minutes from the Policy Committee Meeting of October 27, 2016.**

A MOTION was made by Diane Morioka and seconded by Terri Sheridan to approve the Policy Committee minutes from October 27, 2016. Motion carried unanimously.

**E. Guest and Public Commentary**

Russell Klug

Daniel R. Sliwicki

**F. Financial Report**

**1. Treasurer's Report November 2016**

Director Setzer mentioned the suggestion from President Fanselow to have a digital signature added to the monthly checks. After some discussion, item will be added to the January agenda for possible approval.

A MOTION was made by Jennifer Yarnell and seconded by Earl Gilpin to approve the Treasurer's Report for November 2016 for checks #28673 through #28704 totaling \$63,530.20 from the General Revenue Fund. Motion carried unanimously.

**G. Librarians Report**

**1. October 2016 Report**

A MOTION was made by Terri Sheridan and seconded by Diane Morioka to approve the October 2016 Librarians Report. Motion carried unanimously.

**2. Chapter 6 Review of Serving Our Public 3.0 Library Standards**

Director Setzer reviewed the Public Access Standards and has notated where improvements can be made.

Trustee Ellen Melnitzke arrived at 6:47 p.m.

## **H. Committee Reports**

1. Planning and Policy
  - a. Circulation Policy - First Reading
  - b. Code of Conduct - First Reading
  - c. Personnel Policy Sections - First Reading
  - d. Materials Selection Policy - First Reading

The second reading of the proposed policy changes will take place at the January meeting.

## **I. Old Business**

### **1. Library Marquee Update**

Director Setzer obtained a copy of the outdoor signage ordinance and contacted the library's original sign company to come out and provide an estimate. The Library Board agreed that the sign installation may be a long process.

## **J. Executive Session**

## **K. New Business**

## **L. Communications**

1. Leyden HS District #212 Art Department Thank You Letter
2. Leyden HS District #212 Industrial Technology Department Thank You Letter
3. Leyden HS District #212 John Rossi Thank You Letter
4. St. Maria Goretti Principal Claudia Mendez Thank You Letter
5. School District #81 Superintendent Thank You Letter
6. WoodmenLife Thank You Letter

## **M. Adjournment**

A MOTION was made by Jennifer Yarnell and seconded by Earl Gilpin to adjourn the meeting at 7:05 p.m. Motion carried unanimously.

The next Board Meeting will be December 8, 2016 at 7:00 p.m.

Respectfully submitted,

*Jennifer Yarnell*

Secretary