

**SCHILLER PARK PUBLIC LIBRARY
BOARD OF DIRECTORS
MINUTES OF THE BOARD MEETING:
January 26, 2017**

A. Call To Order:

President Fanselow called the meeting to order at 7:00 p.m.

B. Pledge of Allegiance:

C. Roll Call:

Present: Diana Caffero, Audrey Fanselow, Earl Gilpin, Diane Morioka, Terri Sheridan,
Tina J. Setzer, Library Director.

Absent: Ellen Melnitzke, Jennifer Yarnell.

A quorum was present.

President Fanselow appointed Vice President Caffero as Acting Secretary.

D. Minutes from Previous Meeting

1. Minutes from Regular Meeting of December 8, 2016

A MOTION was made by Diane Morioka and seconded by Diana Caffero to approve the minutes from December 8, 2016. Motion carried unanimously.

E. Guest and Public Commentary

None

F. Financial Report

1. Treasurer's Report January 2017

A MOTION was made by Earl Gilpin and seconded by Terri Sheridan to approve the Treasurer's Report for January 2017 for checks #28742 through #28788 totaling \$74,945.02 from the General Revenue Fund. Motion carried unanimously.

G. Librarians Report

1. November 2016 Report

A correction was made to the Teen Loans for October 2016.

A MOTION was made by Diana Caffero and seconded by Diane Morioka to approve the November 2016 Librarians Report. Motion carried unanimously.

2. December 2016 Report

Discussion of the Christmas Program took place.

A MOTION was made by Earl Gilpin and seconded by Terri Sheridan to approve the December 2016 Librarians Report. Motion carried unanimously.

3. Illinois State Library Annual Certification

Director Setzer provided a copy of the Illinois State Library Annual Certification.

H. Committee Reports

1. Budget and Finance

The Budget and Finance Committee will meet on February 23, 2016 at 6:00 p.m.

2. Planning and Policy

a) Circulation Policy - Second Reading

A MOTION was made by Terri Sheridan and seconded by Earl Gilpin to approve the Circulation Policy effective March 1, 2017. Motion carried unanimously.

b) Code of Conduct Policy - Second Reading

A MOTION was made by Diane Morioka and seconded by Earl Gilpin to approve the revised Code of Conduct Policy. Motion carried unanimously.

c) Personnel Policy Sections - Second Reading

A MOTION was made by Earl Gilpin and seconded by Diane Morioka to approve the revised Personnel Policy. Motion carried unanimously.

d) Materials Selection Policy - Second Reading

A MOTION was made by Terri Sheridan and seconded by Diane Morioka to approve the revised Materials Selection Policy. Motion carried unanimously.

3. Wish List

The Wish List Committee met on January 26, 2017 at 6:00 p.m. to discuss the proposed Wish List for Fiscal year 2017-2018.

I. Old Business

Ongoing project updates and Wish List ideas were discussed.

J. Executive Session

K. New Business

1. Authorization of Presigned Checks

Trustee Morioka requested that the Library Director contact the Auditor regarding the checks and balance compliance.

A MOTION was made by Diana Caffero and seconded by Terri Sheridan to approve for the checks written included in the monthly Treasurer's Report to be electronically signed but reviewed by the Treasurer at the meeting. Motion carried unanimously.

2. Credit Card Application

A MOTION was made by Diane Morioka and seconded by Earl Gilpin to approve to apply for a business credit card with a policy creation for credit card use. Motion carried unanimously.

3. List of Equipment Disposal Items January 26, 2017

A MOTION was made by Diana Caffero and seconded by Diane Morioka to approve the January 26, 2017 Equipment Disposal List. Motion carried unanimously.

4. Sample ADA Policy

Discussion took place to move forward with official policy created regarding ADA.

L. Communications

1. Per Capita Grant

Director Setzer provided a copy of the Per Capita Grant

2. Mr. Ropert Topel Thank You Letter

3. Mr. Russ Klug Thank You Letter

4. Mr. Tony Maciuszek Thank You Letter

5. 2017 Legislative Luncheon

The 2017 Legislative Luncheon will take place on February 13, 2017.

6. ALA Conference 2017 - Chicago

The ALA Conference 2017 will take place in Chicago June 22 - 27, 2017.

7. Meeting Room Application

a) Girl Scouts of Greater Chicago

A MOTION was made by Earl Gilpin and seconded by Diane Morioka to approve the use of the meeting room submitted by the Girl Scouts of Greater Chicago for February 18, 2017. Motion carried unanimously.

b) Schiller Park Health Board

A MOTION was made by Diane Morioka and seconded by Terri Sheridan to approve the use of the meeting room for one year by the Schiller Park Health Board for the first Monday of the month at 7:00 p.m. Motion carried unanimously.

L. Adjournment

A MOTION was made by Earl Gilpin and seconded by Diane Morioka to adjourn the meeting at 8:27 p.m. Motion carried unanimously.

The next Board Meeting will be February 23, 2017 at 7:00 p.m.

Respectfully submitted,

Diana Caffero

Acting Secretary