

**SCHILLER PARK PUBLIC LIBRARY
BOARD OF DIRECTORS
MINUTES OF THE BOARD MEETING:
March 30, 2017**

A. Call To Order:

President Fanselow called the meeting to order at 7:05 p.m.

B. Pledge of Allegiance:

C. Roll Call:

Present: Diana Caffero, Audrey Fanselow, Earl Gilpin, Terri Sheridan, Jennifer Yarnell.

Also Present: John Bealer, Village of Schiller Park Recreation Department Director, Russel Klug, Village of Schiller Park Trustee, Laura Williams, Assistant Director, Tina J. Setzer, Library Director.

Absent: Ellen Melnitzke, Diane Morioka.

A quorum was present.

D. Minutes from Previous Meeting

1. Minutes from Regular Meeting of February 23, 2017

A MOTION was made by Diana Caffero and seconded by Earl Gilpin to approve the minutes from February 23, 2017. Motion carried unanimously.

2. Minutes from the Executive Session Meeting of February 23, 2017

A MOTION was made by Diana Caffero and seconded by Jennifer Yarnell to approve the Executive Session minutes from February 23, 2017. Motion carried unanimously.

3. Minutes from the Budget and Finance Committee Meeting of February 23, 2017

A MOTION was made by Diana Caffero and seconded by Terri Sheridan to approve the Budget and Finance Committee minutes from February 23, 2017. Motion carried unanimously.

E. Guest and Public Commentary

Daniel R. Sliwicki

F. Financial Report

1. Treasurer's Report March 2017

A MOTION was made by Terri Sheridan and seconded by Jennifer Yarnell to approve the Treasurer's Report for March 2017 for checks #28823 through #28874 totaling \$73,066.76 from the General Revenue Fund. Motion carried unanimously.

2. Approval of Group Purchase of the Digital Reader Board Outdoor Sign

Recreation Department Director John Bealer received bids from three vendors for the digital reader board outdoor sign for both the Recreation Department and the Library. Upon review it was determined that MK Signs provided the lowest quote. A quote was also provided for electrical that needs to be performed for the installation of the sign.

A MOTION was made by Terri Sheridan and seconded by Jennifer Yarnell to approve the MK Signs bid for the purchase of the digital reader board outdoor sign. Motion carried unanimously.

G. Librarians Report

1. February 2017 Report

Statements of Economic Interest need to be filed online by May 1, 2017. The annual Easter Party will be held on Saturday, April 8. Volunteers were requested for the event.

A MOTION was made by Earl Gilpin and seconded by Terri Sheridan to approve the February 2017 Librarians Report. Motion carried unanimously.

H. Committee Reports

1. Budget and Finance

a. Library Budget for FY 2017 - 2018

The Library Budget for FY 2017 - 2018 was distributed.

b. Staff Salaries for FY 2017 - 2018

The Staff Salaries for FY 2017 - 2018 were distributed.

2. Planning and Policy

a. ADA Policy - Second Reading

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

b. Credit Card Policy - Second Reading

A MOTION was made by Terri Sheridan and seconded by Jennifer Yarnell to approve the Credit Card Policy. Motion carried unanimously.

c. Strategic Plan Consultant

It was determined that a Long Range Plan will be developed without the need for an outside consultant by the Library Board and staff with community input.

I. Old Business

1. 2017 Annual ALA Conference

A MOTION was made by Diana Caffero and seconded by Jennifer Yarnell to approve overnight accommodations for Trustee Fanselow, Trustee Sheridan, and Trustee Yarnell to attend the 2017 ALA Conference. Motion carried unanimously.

J. Executive Session

1. Library Director's Contract

A MOTION was made by Earl Gilpin and seconded by Terri Sheridan to enter Executive Session at 7:36 p.m. Motion carried unanimously.

Return from Executive Session at 8:21 p.m.

Roll Call:

Present: Diana Caffero, Audrey Fanselow, Earl Gilpin, Terri Sheridan, Jennifer Yarnell.

Also Present: Russel Klug, Village of Schiller Park Trustee, Laura Williams, Assistant Director, Tina J. Setzer, Library Director.

Absent: Ellen Melnitzke, Diane Morioka.

A quorum was present.

K. New Business

1. Staff Salaries for FY 2017 - 2018

A MOTION was made by Diana Caffero and seconded by Earl Gilpin to approve a 3% salary increase for all staff with the exception of the Library Director. Motion carried unanimously.

2. Approval of Library's Director's Contract

A MOTION was made by Jennifer Yarnell and seconded by Diana Caffero to approve the Library Director's contract for Fiscal Years 2017 - 2021 as discussed. Motion carried unanimously.

3. Final approval of the FY 2017 - 2018 Library Budget

Approval with amendment that the \$8,000 is moved from the Insurance line item to the Staff Salaries line item.

A MOTION was made by Diana Caffero and seconded by Jennifer Yarnell to approve the Fiscal Year 2017 - 2018 Library Budget. Motion carried unanimously.

4. Furniture and Shelving Bids Review

Assistant Director Williams distributed the end panel quotes. It was suggested to view the end panel options further at the 2017 ALA Conference. The end panel selection was tabled until after the 2017 ALA Conference.

L. Communications

1. Public Notice for change of March 2017 meeting date

2. Rosemont Journal Little Libraries Article

3. NASA grant application

4. Brad Townsend email

M. Adjournment

A MOTION was made by Jennifer Yarnell and seconded by Earl Gilpin to adjourn the meeting at 8:40 p.m. Motion carried unanimously.

The next Board Meeting will be April 12, 2017 at 7:00 p.m.

Respectfully submitted,

Jennifer Yarnell

Secretary