

**SCHILLER PARK PUBLIC LIBRARY  
BUDGET AND FINANCE COMMITTEE  
MINUTES MEETING:  
FEBRUARY 23, 2017**

**A. CALL TO ORDER:**

Meeting called to order at 6:10 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, Robert Romo, Schiller Park Finance Director and Brad Townsend, Schiller Park Village Manager

**C. GUEST AND PUBLIC COMMENTARY – Michael Caffero and Daniel Sliwicki**

**D. BUDGET REVIEW**

Director Setzer presented the committee with copies of the following documents: the proposed Schiller Park Library's FY 2017-18 Budget; the proposed Schiller Park Library's FY 2017-18 Working Budget and the Cook County Minimum Wage and Sick Leave Ordinances.

Finance Director Romo and Library Director Setzer explained the budget line item by line item. Village Manager Townsend stated that the library board does not need to follow the same levy rate as the Village and should independently decide of their financial needs and levy accordingly. The committee discussed every document at length and made financial recommendations.

Ms. Setzer was directed to create a 2017-18 Budget based on the recommendations of the Budget and Finance Committee which will be distributed in the March 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:  
February 23, 2017**

**A. Call To Order:**

President Fanselow called the meeting to order at 7:03 p.m.

**B. Pledge of Allegiance:**

**C. Roll Call:**

Present: Diana Caffero, Audrey Fanselow, Earl Gilpin, Diane Morioka, Terri Sheridan, Jennifer Yarnell, Laura Williams, Assistant Director, Tina J. Setzer, Library Director.

Absent: Ellen Melnitzke.

A quorum was present.

**D. Minutes from Previous Meeting**

**1. Minutes from Regular Meeting of January 26, 2017**

A MOTION was made by Terri Sheridan and seconded by Diane Morioka to approve the minutes from January 26, 2017. Motion carried unanimously.

**2. Minutes from the Wish List Committee Meeting of January 26, 2017.**

A MOTION was made by Earl Gilpin and seconded by Jennifer Yarnell to approve the Wish List Committee minutes from January 26, 2017. Motion carried unanimously.

**E. Guest and Public Commentary**

Michael J. Caffero

Daniel R. Sliwicki

**F. Financial Report**

**1. Treasurer's Report February 2017**

Treasurer Sheridan inquired about the checks. Director Setzer stated that she needed a digital signature.

A MOTION was made by Diane Morioka and seconded by Earl Gilpin to approve the Treasurer's Report for February 2017 for checks #28789 through #28822 totaling \$67,370.45 from the General Revenue Fund. Motion carried unanimously.

**G. Librarians Report**

**1. January 2017 Report**

Assistant Director Williams provided a list of 2016 Summer Reading Program donations and asked for assistance from the Board of Trustees to reach out to additional businesses for donations.

A MOTION was made by Diane Morioka and seconded by Jennifer Yarnell to approve the January 2017 Librarians Report. Motion carried unanimously.



## **2. Cooperative Programs with the Recreation Department**

Director Setzer and Assistant Director Williams met with Recreation Department Director John Bealer regarding cooperative programs and a Little Free Library located on pool grounds. Cooperative events discussed included: Community Storywalk, Poolside Cabana and Crafts, and the Halloween Howl.

## **H. Committee Reports**

### **a) Budget and Finance**

The Budget and Finance Committee met on February 23, 2017 at 6:00 p.m.

Brad Townsend, Village Manager and Rob Romo, Village Finance Director attended the Budget and Finance Meeting.

### **b) Planning and Policy**

#### **a) ADA Policy - First Reading**

#### **b) Credit Card Policy - First Reading**

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

### **c) Wish List**

#### **a) FY 2017-2018 Wish List**

Fiscal Year 2017-18 Wish List was distributed in the Board packet.

## **I. Old Business**

### **1. 2017 Annual ALA Conference**

A MOTION was made by Diane Morioka and seconded by Terri Sheridan to approve a budget not to exceed \$5,000.00 for Director Setzer, Assistant Director Williams, and Information Services Director Elgin to attend the 2017 ALA Conference. Any members of the Library Board of Trustees interested in attending the conference will notify Director Setzer. Motion carried unanimously.

### **2. Digital Reader Board Sign**

Recreation Department Director John Bealer is currently seeking bids for the digital reader board sign.

## **J. 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 8:08 p.m. Motion carried unanimously.

Return from Executive Session at 8:19 p.m.

### **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.

A MOTION was made by Diane Morioka and seconded by Earl Gilpin to keep the minutes of the Executive Session of the Schiller Park Public Library Board from August 2016 - January 2017 remained closed to the public. Motion carried unanimously.

**K. New Business**

**1. Furniture and Shelving Bids Review**

Furniture and shelving bids for three vendors were provided. The vendors will be contacted to further discuss end panel options.

A MOTION was made by Jennifer Yarnell and seconded by Diana Caffero to approve the purchase of the Demco bid excluding the end panels, not to exceed \$6,343.40 plus delivery charges. Further discussion of the end panel bids will take place at the March meeting. Motion carried unanimously.

**L. Communications**

**1. Chicago Tribune article regarding Cook County Employment Ordinance**

**2. Meeting Room Application**

A MOTION was made by Jennifer Yarnell and seconded by Earl Gilpin to approve the use of the meeting room submitted by the Village of Schiller Park Health Board. Motion carried unanimously.

A suggestion was submitted to see an operating budget via print and online on the website for the Village and the Schiller Park Public Library.

A link for the Village Budget which includes the Schiller Park Public Library is made available on the Board of Trustees page on the Schiller Park Public Library website at, [www.schillerparklibrary.org](http://www.schillerparklibrary.org).

A comment was submitted as to why most of the library programs for kids are before 6:00 p.m. when a lot of parents work until 5:30 - 6:00 p.m.

The library values the patron attendance at our programs. The majority of library programs are offered at 6:00 p.m. The library appreciates your input and will evaluate program time offerings in the future.

**M. Adjournment**

A MOTION was made by Diana Caffero and seconded by Diane Morioka to adjourn the meeting at 8:47 p.m. Motion carried unanimously.

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

Respectfully submitted,

*Jennifer Yarnell*  
Secretary