

**SCHILLER PARK PUBLIC LIBRARY
BOARD OF DIRECTORS
MINUTES OF THE BOARD MEETING:
September 28, 2017**

A. Call To Order:

President Fanselow called the meeting to order at 7:01 p.m.

B. Pledge of Allegiance

C. Roll Call:

Present: Diana Caffero, Audrey Fanselow, Earl Gilpin, Diane Morioka, Terri Sheridan,
Daniel Sliwicki, Jennifer Yarnell

Also Present: Russ Klug, Village Trustee-Library Liaison, Tina J. Setzer, Library Director,
Laura Williams, Assistant Director.

A quorum was present.

D. Approval of Minutes from Previous Meeting

1. Minutes from Regular Meeting of August 24, 2017

A MOTION was made by Diane Morioka and seconded by Earl Gilpin to approve the minutes from August 24, 2017. Motion carried unanimously.

2. Minutes from the Executive Session Meeting of August 24, 2017

A MOTION was made by Terri Sheridan and seconded by Jennifer Yarnell to approve the Executive Session minutes from August 24, 2017. Motion carried unanimously.

3. Minutes from the Long Range Planning Committee Meeting of August 24, 2017

A MOTION was made by Diane Morioka and seconded by Earl Gilpin to approve the Long Range Planning Committee minutes from August 24, 2017. Motion carried unanimously.

4. Minutes from the Long Range Planning Committee Meeting of September 14, 2017

A MOTION was made by Jennifer Yarnell and seconded by Terri Sheridan to approve the Long Range Planning Committee minutes from September 14, 2017. Motion carried unanimously.

E. Guest and Public Commentary

None

F. Financial Report

1. Treasurer's Report September 2017

Trustee Gilpin requested clarification regarding the petty cash check. Director Setzer stated that the Library is currently in the annual Audit process.

A MOTION was made by Diane Morioka and seconded by Diana Caffero to approve the Treasurer's Report for September 2017 for checks #29086 through #29130 totaling \$78,358.84 from the General Revenue Fund. Motion carried unanimously.

G. Librarians Report

1. August 2017 Report

A MOTION was made by Earl Gilpin and seconded by Daniel Sliwicki to approve the August 2017 Librarians Report. Motion carried unanimously.

Trustee Sheridan inquired about the influx in Fine Revenues and Director Setzer responded that a number of Non Resident Library cards had been purchased. The library is in the bidding process cooperatively with the Village for cleaning service. Also, all village buildings, including the Library are in the process of being inspected and evaluated. Lisa Bauer from Leyden Township contacted Trustee Sheridan and Director Setzer with the request to place donation bins in the Library to collect nonperishable food items and unwrapped toys for their Holiday Needy Family Drive.

Director Setzer asked the Library Trustees to volunteer for the Haunted Howl event on October 28th from 1:00 p.m. – 3:00 p.m.

H. Committee Reports

1. Long Range Planning Committee

a. Approval of Community Survey

A MOTION was made by Jennifer Yarnell and seconded by Diane Morioka to approve the Community Survey. Motion carried unanimously.

The survey will be distributed at the Library, inserted into the *Schillergram* and the Library's program flyer. Completed surveys will need to be submitted by January 31, 2018. An online survey will also be available.

b. Review of Mission Statements

A MOTION was made by Diane Morioka and seconded by Daniel Sliwicki to approve the Library's mission statement as follows: *To provide technology, resources and gathering spaces to meet the diverse needs of the community and be a center of learning.*

I. Old Business

1. Adult Room Shelving End Panels

Assistant Director Williams distributed a number of bids with four different options from Demco and reported on suggestions received from Business Press. The library is in the process of seeking other vendors to visit the library and offer recommendations which will be discussed at the October Library Board meeting.

2. Community Wide Event

The Haunted Howl will take place on Saturday, October 28th at 1:00 p.m. at Lincoln Middle School. This event will be the first joint production between the Schiller Park Recreation Department, the Schiller Park Public Library and the District 81 ABC Parent Group. The Library will also take part in the Make a Difference Day at the request of Leyden High School on October 21, 2017. Due to timing issues the Story Walk event discussed for December will need to be planned for next year.

J. Executive Session

K. New Business

L. Communications

1. Chicago Tribune article

2. School Supplies for Library Fines Summary

3. Village of Schiller Park Feasibility Study

M. Adjournment

A MOTION was made by Daniel Sliwicki and seconded by Jennifer Yarnell to adjourn the meeting at 8:28 p.m. Motion carried unanimously.

The next Board Meeting will be October 26th, 2017 at 7:00 p.m.

Respectfully submitted,

Jennifer Yarnell

Secretary