

**SCHILLER PARK PUBLIC LIBRARY
BOARD OF DIRECTORS
MINUTES OF THE BOARD MEETING:
November 9, 2017**

A. Call To Order:

President Fanselow called the meeting to order at 7:04 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: 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 October 26, 2017

Trustee Morioka suggested notating the Committee Reports with “none” when there is no report.

A MOTION was made by Terri Sheridan and seconded by Jennifer Yarnell to approve the minutes from October 26, 2017. Motion carried unanimously.

E. Guest and Public Commentary

Rae Elgin, Information Services Director

Nick Caiafa, Village Mayor

Guadalupe Rodriguez, Circulation Director

Rosa Jos, Village Clerk

Joseph DeSimone, Deputy Chief of Police

Joan Golembiewski, Village Trustee

*Vice President Diana Caffero entered the meeting at 7:10 p.m.

F. Financial Report

1. Treasurer’s Report November 2017

Trustee Morioka inquired about the Amazon Prime fee. Trustee Sheridan asked for clarification regarding the personal property tax figure.

A MOTION was made by Diane Morioka and seconded by Earl Gilpin to approve the Treasurer’s Report for November 2017 for checks #29168 through #29202 totaling \$68,605.01 from the General Revenue Fund. Motion carried unanimously.

G. Librarians Report

1. October 2017 Report

A review of the Halloween Howl took place and the overall event was a success. Director Setzer was approached by a School District 81 teacher to participate jointly in a grant for bilingual education for the community and the grant event will take place on Tuesday, December 5th at the library.

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

2. Schiller Park Police Department Safety Presentation
Village of Schiller Park Deputy Chief DeSimone conducted a presentation on safety in the library. He discussed and presented best practice tips on topics, such as, active shooter situations, challenging and homeless patrons, fire and other emergency situations. He also answered questions from the library trustees and library staff.
3. Chapter 12 Review of *Serving Our Public 3.0* Library Standards
Director Setzer and the Library Board reviewed and discussed possible improvements regarding the Safety Standards suggested in Chapter 12.
4. Review Chapters 1-5 Trustee Fact File
The Library Trustees reviewed Chapters 1-5 of the *Trustee Fact File* with particular emphasis being placed on Chapter Three: Trustee Bylaws. Director Setzer compared the Schiller Park Library's Trustee Bylaws to the suggestions outlined in Chapter 3 and only a few minor revisions may be necessary.

H. Committee Reports

None

I. Old Business

1. December 2017 Meeting Date and Time Change
A MOTION was made by Diane Morioka and seconded by Earl Gilpin to approve to change the December 2017 meeting date and time to December 13th at 6:30 p.m. Motion carried unanimously.
2. End Panels Update
Library Furniture International was contacted to proceed with the end panel project. The final step will be to meet with the sales manager to finalize the end panel selection.

J. Executive Session

None

K. New Business

1. Next Capital Improvement Project
The Library Trustees agreed the next Capital Improvement Project will be to enclose the Adult Room Computer Lab. Director Setzer will begin to seek bids for this project.

L. Communications

1. Revised Mission Statement
The Schiller Park Mission Statement is as follows: *To be a center of learning by providing resources, technology, and gathering spaces to meet the diverse needs of the community.*
2. District 81 Veterans Invitation
3. Approval of Meeting Room Application
A MOTION was made by Diane Morioka and seconded by Earl Gilpin to approve the Meeting Room application submitted by the Schiller Park Historical Commission.
Yes: Diana Caffero, Audrey Fanselow, Earl Gilpin, Diane Morioka, Terri Sheridan, Jennifer Yarnell
Present: Daniel Sliwicki

M. Adjournment

A MOTION was made by Jennifer Yarnell and seconded by Diane Morioka to adjourn the meeting at 8:26 p.m. Motion carried unanimously.

The next Board Meeting will be December 13th, 2017 at 6:30 p.m.

Respectfully submitted,

Jennifer Yarnell

Secretary