

**SCHILLER PARK PUBLIC LIBRARY
BOARD OF DIRECTORS
MINUTES OF THE BOARD MEETING:
January 25, 2018**

A. Call To Order:

President Fanselow called the meeting to order at 7:08 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 December 13, 2017

A MOTION was made by Diana Caffero and seconded by Earl Gilpin to approve the minutes from December 13, 2017. Motion carried unanimously.

E. Guest and Public Commentary

None

*Trustee Diane Morioka entered the meeting at 7:10 p.m.

F. Financial Report

1. Treasurer's Report January 2018

Trustee Sheridan inquired about the completion of the audit.

Trustee Caffero asked if Audit overage is billing error. Director Setzer explained that the previous year's audit invoice was not received and paid by the library until the current fiscal year.

Trustee Morioka inquired about the back flow charge.

A MOTION was made by Terri Sheridan and seconded by Dan Sliwicki to approve the Treasurer's Report for January 2018 for checks #29239 through #29280 totaling \$75,689.14 from the General Revenue Fund. Motion carried unanimously.

G. Librarians Report

1. November 2017 Report

The Science Kits for Public Libraries Grant from the IEEE-Chicago Section to assist with the development of circulating math and science kit collections for K-12 students was applied for November 2017. The Schiller Park Public Library was selected and notified in January 2018 as one of the recipients of the grant in the amount of \$1,455.00. A representative of the IEEE-Chicago Section will present the grant at the February Library Board Meeting.

A MOTION was made by Earl Gilpin and seconded by Jennifer Yarnell to approve the November 2017 Librarians Report. Motion carried unanimously.

2. December 2017 Report

The Christmas party held at the Library in December 2017 was a huge success. The Library will partner with the Recreation Department for the Easter Egg Hunt which will be held on Saturday, March 31st. The Library and Recreation Department will discuss partnering for a teen glow in the dark egg hunt.

A MOTION was made by Diane Morioka and seconded by Daniel Sliwicki to approve the December 2017 Librarians Report. Motion carried unanimously.

3. Per Capita Grant

4. Annual Library Certification

5. Staff Attendance at ALA Conference

A MOTION was made by Earl Gilpin and seconded by Diane Morioka to approve Director Setzer and Assistant Director Williams to attend the annual American Library Association Conference in June 2018 with travel expenses not to exceed \$1,600.00 per employee.

Motion carried unanimously.

H. Committee Reports

The Long Range Planning Committee will meet on Wednesday, February 7th to review and tally the Community Survey submissions. Other Library Trustees volunteered to tally the submissions.

I. Old Business

1. Fire Department Security Presentation

Director Setzer spoke with Fire Chief Chiodo to have a representative from the Schiller Park Fire Department visit the library to conduct a fire department security presentation. Director Setzer will contact Blaine Schneider, Firefighter-Paramedic Public Education Coordinator to schedule a visit.

2. End Panels Update

The end panels for the Adult Room are scheduled to be installed on February 1st.

J. Executive Session

None

K. New Business

1. Trustee Attendance ALA Conference

The Library Board of Trustees discussed Library Trustee attendance at the annual American Library Association Conference in June 2018.

A MOTION was made by Diane Morioka and seconded by Earl Gilpin to approve six Library Trustees to attend the annual American Library Association Conference in June 2018 with travel expenses not to exceed \$1,600.00 per trustee. Motion carried unanimously.

L. Communications

1. Robert Topel Thank You Letter

2. Trustee Klug Thank You Letter

3. Tony Maciuszek Thank You Letter

4. Legislative Meet Up

The West Suburban Library Legislative Lunch will take place on Friday, February 16th.

5. Homeless in Libraries Article

M. Adjournment

A MOTION was made by Diane Morioka and seconded by Jennifer Yarnell to adjourn the meeting at 8:25 p.m. Motion carried unanimously.

The next Board Meeting will be February 22nd, 2018 at 7:00 p.m.

Respectfully submitted,

Jennifer Yarnell

Secretary