

**SCHILLER PARK PUBLIC LIBRARY
BOARD OF DIRECTORS
MINUTES OF THE BOARD MEETING:
February 22, 2018**

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 January 25, 2018

A MOTION was made by Diane Morioka and seconded by Earl Gilpin to approve the minutes from January 25, 2018. Motion carried unanimously.

2. Minutes from Long Range Planning Committee Meeting of February 7, 2018

A MOTION was made by Terri Sheridan and seconded by Jennifer Yarnell to approve the Long Range Planning Committee minutes from February 7, 2018.

Yes: Audrey Fanselow, Earl Gilpin, Diane Morioka, Terri Sheridan, Daniel Sliwicki,
Jennifer Yarnell

Present: Diana Caffero

Motion carried.

E. Guest and Public Commentary

1. IEEE Chicago Section presentation of Science Kit grant

The Schiller Park Public Library has been awarded *The Science Kits for Public Libraries* grant. Norman Phoenix from The Institute of Electrical and Electronics Engineers (IEEE) - Chicago Section presented the check to Library staff and trustees.

2. New E-content eRead Illinois Axis 360 Information

Curt Leppert from Baker & Taylor conducted a demonstration on the eRead Illinois Axis 360 website where patrons can download eBook and audiobooks 24/7.

F. Financial Report

1. Treasurer's Report February 2018

A MOTION was made by Diana Caffero and seconded by Jennifer Yarnell to approve the Treasurer's Report for February 2018 for checks #29281 through #29317 totaling \$68,499.38 from the General Revenue Fund. Motion carried unanimously.

G. Librarians Report

1. January 2018 Report

The Little Libraries are in need of some repairs. President Fanselow stated that she was aware of the situation and will have the repairs performed.

A MOTION was made by Diane Morioka and seconded by Jennifer Yarnell to approve the January 2018 Librarians Report. Motion carried unanimously.

H. Committee Reports

The Wish List Committee met on Thursday, February 22nd to review staff and patron suggestions. Upon review, the Wish List Committee determined the following items be added to the FY 2018-2019 wish list: security line added to budget for cameras, fire and key fobs; update library signage; update library phone system; new blinds, create a play area and enclose the Youth Services Room; and update the Youth Services staff area.

A summary of the results for the 2017 Community Survey was distributed.

I. Old Business

1. Fire Department Security Presentation Update

Director Setzer contacted Blaine Schneider, Firefighter-Paramedic Public Education Coordinator to schedule a visit. A visit will be tentatively scheduled for the May board meeting.

J. Executive Session

1. To Conduct a Review of Closed Session Minutes

It was determined there are no new closed session minutes to review.

K. New Business

1. Village Senior Event

The Library was invited by Mayor Caiafa and Village Trustee Catherine Gorzynski to attend the Village of Schiller Park Senior Community event on Thursday, March 22nd. The Library will provide a handout with programs and answer question regarding Library services.

L. Communications

1. Meeting Room Application

Meeting Room application submitted by the Schiller Park Historical Commission. It was determined that it is not necessary for other Village entities to submit Meeting Room applications. Village agency usage will be approved by the Library Director.

2. Google and Library eBooks Article

3. District 212 Groundbreaking Ceremony

Trustee Sliwicki questioned the attendance of trustees and staff to annual American Library Association Conferences. A discussion ensued regarding conference attendance.

Trustee Caffero and Trustee Sliwicki attended the West Suburban Library Legislative Meet-Up on Friday, February 16th. Trustee Caffero reported on the meeting and discussed state and federal issues affecting libraries.

M. Adjournment

A MOTION was made by Diana Caffero and seconded by Diane Morioka to adjourn the meeting at 8:34 p.m. Motion carried unanimously.

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

Respectfully submitted,

Jennifer Yarnell

Secretary

**SCHILLER PARK PUBLIC LIBRARY
WISH LIST COMMITTEE
MINUTES MEETING:
FEBRUARY 22, 2018**

A. CALL TO ORDER:

Meeting called to order at 6:03 p.m.

B. ROLL CALL:

Present: Audrey Fanselow, Library Board President, Earl Gilpin, Library Trustee and Diane Morioka, Library Trustee

Also Present: Tina J. Setzer, Library Director

C. GUEST AND PUBLIC COMMENTARY – No Public Commentary

D. POLICY REVIEW

Director Setzer presented the committee with copies of the updated Schiller Park Library's Wish list for 2017-18 and a list of staff suggested items for inclusion in the Wish List for 2018-19. The committee discussed the wish list process and the importance of the prioritizing the items for inclusion in the library budget process.

The committee decided to prioritize the following projects for 2018-19: Security projects including, cameras, key fobs/cards and fire; enclose youth services area; create kids play area; update signage; update phone system; and new blinds.

A tentative 2018-19 Wish List will be created and distributed in the March Board Packet.

E. MOTION by Earl Gilpin Seconded by Diane Morioka for ADJOURNMENT AT 6:51 P.M.