

**PRESIDENT AND BOARD OF LIBRARY TRUSTEES
OF THE SCHILLER PARK PUBLIC LIBRARY
MINUTES OF THE MEETING DATED FEBRUARY 23, 2012**

BOARD MEMBERS PRESENT:

Catherine Stachura, President
Mary Tedei, Vice President
Sandra Rosario, Trustee
Barbara Piltaver, Trustee
Carrie Jordan, Treasurer
Also Present: Library Director, Tina Setzer

ABSENT: Ellen Melnitzke, Secretary
Margaret Rostecka, Trustee

Meeting called to order at 7:00 pm.

Roll call was taken – A quorum was present

In the absence of the Board Secretary, Board President Stachura made a motion to appoint Trustee, Barbara Piltaver as acting Secretary for minute taking. Motion was made by Sandra Rosario to appoint Barbara Piltaver as acting Secretary; Motion was Seconded by Carrie Jordan; Motion passed 5 Yeah, 2 Absent

MINUTES Mary Tedei pointed out that the adjourning time be corrected to 7:50 pm on the minutes of January 26, 2012. Motion was made by Carrie Jordan to approve the minutes as amended from the regular Meeting of January 26, 2012. Motion Seconded by Sandra Rosario; Motion Carried. 5 Yeah, 2 Absent

OLD BUSINESS

- Update on repairs still need to be completed on computer expansion project.
- Open house went well. Board commented that they wished more of the general public would have attended.

Financial Report – Motion was made by Mary Tedei to approve the Treasurer’s Report for February, 2012. Motion Seconded by Catherine Stachura; Motion Carried. 5 Yeah, 2 Absent

Librarian’s Report – Motion was made by Carrie Jordan to approve the Librarian’s Report for the month of January, 2012. Motion Seconded by Mary Tedei; Motion Carried. 5 Yeah, 2 Absent

Committee Reports

- Budget and Finance – Original meeting in February was cancelled as all required information was not available to Tina. As soon as Tina has all the required information, she will tell everyone.
- Planning & Policy – No Meeting No Report
- Operations – No Meeting No Report
- Employees Relations – Meeting being held after Library Board meeting this evening. Ms. Setzer gave the names of three employees who would be receiving certificates and gift cards for their employment milestones. Joanna Lukis – 10 Years, Guadalupe Rodriguez 10 Years, and Angelika Podgorska 5 Years.
- Communications– Nothing in suggestion box. Ms. Setzer commented that they are trying to solve problems before it becomes a “suggestion”.

- Wish List – Board reviewed the wish list for the 2012-2013 year.
- Special Project – No Meeting No Report

New Business

Discussion on following:

- Ms. Setzer talked about the Management Team Meeting Minutes
- Ms. Setzer talked about the grant we received from the Office of the Secretary of State in the amount of \$12,093.73. The funds must be used by June 30, 2012.
- Some of the items on the wish list were more budgetary items.
- Computer room needs to be staffed at all times. Are staff members going for computer classes?
- Grants – Have staff devote some time to finding more grants. Village should be telling us of grants.
- Marquee still not working.
- It was asked that if problems arise in the library that board members be made aware of it so it can be discussed or put on the next meeting's agenda.

COMMUNICATIONS – None

PUBLIC COMMENT – None

EXECUTIVE SESSION

President Stachura asked for a motion to adjourn to Executive Session. Sandra Rosario Made a Motion to adjourn to executive session. Carrie Jordan Seconded. Motion Carried 5 Yeah, 2 Absent. Board adjourned to Executive Session at 7:20 pm. Reconvened at 7:36 pm

ADJOURNMENT – Mary Tedei made a motion to adjourn the meeting. Sandra Rosario seconded; Motion carried. 5 Yeah 2 Absent

Meeting Adjourned 7:40 pm

Respectfully submitted:



Barbara J. Piltaver
Acting Secretary

2-23-12