

**SCHILLER PARK PUBLIC LIBRARY
BOARD OF DIRECTORS
MINUTES OF THE BOARD MEETING: NOVEMBER 17, 2011**

CALL TO ORDER

President Stachura called the meeting to order at 7:05 p.m.

ROLL CALL

Catherine Stachura, Mary Tedei, Carrie Jordan, Malgorzata Rostecka, Tina Setzer, Library Director. Absent: Ellen Melnitzke, Sandra Rosario and Barbara Piltaver. A quorum was present.

President Stachura appointed Mary Tedei, Acting Secretary.

Minutes

A MOTION was made by Malgorzata Rostecka and seconded by Carrie Jordan, to approve the minutes of October 27, 2011. The motion was approved unanimously.

Old Business

Update of Expansion Project by Wayne Eng – Mr. Eng stated that we are still looking at a completion date at the end of the year. They are waiting to see what lead time will be needed for the arrival of the carpet. The team meant with Commander Maher and they want the fire detectors changed and sprinklers were discussed again. Ms. Setzer and Mrs. Stachura agreed to go to a Village Board Meeting if necessary regarding the wants of the Fire Department. The expense is not in the current budget. Perhaps to request an increase in tax from Village to cover cost.

Barbara Piltaver arrived at 7:15 p.m.

Barbara Piltaver suggested to Ms. Setzer to look into obtaining a Life/Safety Grant for the Fire Alarm improvements.

Closing the Library It was brought up that during the week the library would have no Internet access and final work on the project was being done that the library be closed, to make the work easier. Full-time staff would come to work each day. A MOTION was made by Mary Tedei and seconded by Carrie Jordan, to close the library between December 26th and December 30th. The motion was approved unanimously.

FINANCIAL REPORT

A MOTION was made by Mary Tedei and seconded by Barbara Piltaver, to approve the Treasurer's Report for November 2011, for checks through _____, totally _____ from the General Revenue Fund. Motion carried unanimously.

A MOTION was made by Malgorzata Rostecka and seconded by Carrie Jordan to approve the Tax Levy for Fiscal Year 2012. Motion carried unanimously.

Librarians Report

A MOTION was made by Carrie Jordan and seconded by Mary Tedei, to accept the Librarians Report for October 2011. Motion carried unanimously. Ms. Setzer thanked the Board members who helped with the Halloween Party, and asked for those who could help with the Christmas Party on December 17th to let her know.

Committee Reports

Communication – No Meeting, No Report.

Employee Relations – Employee members reported to Ms. Setzer that the staff had nothing to discuss.

Planning and Policy – Ms. Setzer gave members of the committee a list of when the policies were last gone over for them to study. She reminded them that the policies were in their binders in the Board Room.

Special Project – The committee meant and looked over furniture. They will be going with a local company from Melrose Park. Domingo Santana will be building the computer table for the Short Term Use computers (stand up), saving the library \$2000.00.

Guests & Public Commentary

No one was in attendance.

Executive Session

None.

New Business

It was discussed to change the date of the December Board meeting to December 30th and to also have the Staff/Board Holiday dinner the same night. As this is during the time the library is closed for the construction, the library would be opened during the meeting and then closed for the dinner. A MOTION was made by Carrie Jordan and seconded by Malgorzata Rostecka to change the December Board Meeting to Friday, December 30th at 6:00 p.m. with the Holiday Dinner following at 7:00 p.m. Motion carried unanimously.

Communications

There has been no response from the Village regarding the letter sent to the Village regarding the parking space by the book drop. The Village will resurface and restripe the Library Parking Lot come Spring.

Adjournment

A MOTION was made by Mary Tedei and seconded by Malgorzata Rostecka to adjourn the meeting. Motion carried unanimously. The meeting adjourned at 7:50 p.m.

The next Board Meeting will be Friday, December 30th at 6:00 p.m. in the Lower Level of the Library.

Respectfully submitted,

Mary Tedei
Acting Secretary