

**SCHILLER PARK PUBLIC LIBRARY
BOARD OF DIRECTORS
MINUTES OF THE BOARD MEETING: October 27, 2011**

CALL TO ORDER

President Stachura called the meeting to order at 7:01pm.

ROLL CALL

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

MINUTES

A MOTION was made by Malgorzata Rostecka and seconded by Sandra Rosario, to approve the minutes of September 22, 2011. The motion was approved unanimously.

OLD BUSINESS

Update of Expansion Project – The new project completion date is now closer to the end of the year. Carpet tiles and ceramic tiles were selected, but there is a 30-day cure period before the tiles can be installed. President Stachura suggested getting a plaque from the Board on the new addition Computer Lab to the library. Ms Setzer was asked to get pricing so we can determine if there is money to cover this expense.

Fire Alarm System - Commander Maher of the Schiller Park Fire Department is still insisting that the upgrades to the fire alarm system, as recommended by the Schiller Park Fire Department, be included in the project. Wayne, our Siemens project manager, will continue to deal with Commander Maher regarding this situation and if not resolved, President Stachura and Ms Setzer will request a meeting with Mayor Montana. It is a large expense and one the Board would like to consider for next year's budget. According to Wayne, it is not needed at this time.

Insurance Claim Update – the carpeting in the lower level hallway and the staff break room was removed and new carpet tiles were installed on October 13, 2011.

Trustee Piltaver joined the meeting.

FINANCIAL REPORT

A MOTION was made by Ellen Melnitzke, and seconded by Barbara Piltaver, to approve the Treasurer's Report for October, 2011, for checks #125742 through #25795, totaling \$330,394.20 from the General Revenue Fund. Motion carried unanimously. Ms Setzer reported that we passed the audit.

LIBRARIAN'S REPORT

A MOTION was made by Malgorzata Rostecka and seconded by Sandra Rosario, to approve the Librarian's Report for October, 2011. Motion carried unanimously.

COMMITTEE REPORTS

Communications – Chairwoman Rostecka brought up some suggestions for our Christmas Party.

Employee Relations – A meeting will be scheduled during the first week in December, and Ms Setzer will coordinate with Chairwoman Rosario.

Planning & Policy – President Stachura recommended setting up a committee meeting in November.

Special Project – Since a major furniture expense is necessary, there will be a committee meeting on November 2nd.

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GUESTS & PUBLIC COMMENTARY

No one was in attendance.

EXECUTIVE SESSION

None.

NEW BUSINESS

Holiday Staff Gift - A MOTION was made by Carrie Jordan and duly seconded by Malgorzata Rostecka, to approve the Holiday Staff Gift for 2011 - \$50 for employees over five years and \$25 for employees under five years.

Library Closing - A date will need to be set to set up the new computer lab as well as have an in-service day.

ILA Conference Report – President Stachura gave a report. Trustees Barbara Piltaver and Ellen Melnitzke also attended and commented. Highlights: There are changes to IRMF and it was decided to invite Gail Bauer from the Village to speak to the Board on this subject. Skokie Library's digital media lab was started in an unused closet and also received a grant from a Skokie Alderman. It was suggested that the trustees should look into grants available to the library through our local politicians. Ms Setzer reported the library will be setting up a Face Book page.

COMMUNICATIONS

Parking Letter to the Village – Was sent.

ADJOURNMENT

A MOTION was made by Carrie Jordan and duly seconded by Ellen Melnitzke, to adjourn the meeting. The meeting was adjourned at 7:53pm.

The next Library Board Meeting will be Thursday, November 17, at 7pm in the Lower Level of the Library.

Respectfully submitted,

Ellen Melnitzke
Secretary