

**SCHILLER PARK PUBLIC LIBRARY
BOARD OF DIRECTORS
MINUTES OF THE BOARD MEETING:
October 29, 2015**

A. CALL TO ORDER:

President Fanselow called the meeting to order at 7:02 p.m.

B. PLEDGE OF ALLEGIANCE:

C. ROLL CALL:

Present: Diana Caffero, Audrey Fanselow, Earl Gilpin, Ellen Melnitzke, Terri Sheridan, Jennifer Yarnell, Tina J. Setzer, Library Director.

Absent: Sandra Rosario.

A quorum was present.

D. MINUTES FROM PREVIOUS MEETING

1. Minutes from Regular Meeting of September 24, 2015

Trustee Gilpin requested to amend the Roll Call portion of the minutes to include Trustee Rosario as present, and Trustee Melnitzke as absent.

A MOTION was made by Jennifer Yarnell and seconded by Earl Gilpin to approve the minutes as amended from September 24, 2015. Motion carried unanimously.

2. Minutes from the Policy Committee Meeting of September 24, 2015

A MOTION was made by Diana Caffero and seconded by Ellen Melnitzke to approve the policy committee minutes from September 24, 2015. Motion carried unanimously.

E. GUEST AND PUBLIC COMMENTARY

Families of the 1,000 Books graduated readers were in attendance.

F. AWARD PRESENTATIONS - 1,000 Books Graduated Readers

President Fanselow presented Lily G and Carlos F. with a graduation certificate on behalf of the Library Board.

G. FINANCIAL REPORT

1. Treasurer's Report for October 2015

A MOTION was made by Terri Sheridan and seconded by Ellen Melnitzke to approve the Treasurer's Report for October 2015 for checks #28082 through #28122 totaling \$68,465.84 from the General Revenue Fund. Motion carried unanimously.

H. LIBRARIANS REPORT

1. September 2015 Report

Director Setzer thanked the Board of Trustees for volunteering at the annual Halloween Party and helping to make it a great success. Approximately 75 children were in attendance.

Director Setzer stated approximately 275 students visited the library and 50 library cards were made from the Washington Elementary School visit. Discussion of possibly accepting donations in place of library card fees took place.

A MOTION was made by Diana Caffero and seconded by Terri Sheridan to approve the September 2015 Librarians Report. Motion carried unanimously.

I. COMMITTEE REPORTS

1. Planning and Policy

The Planning and Policy Committee discussed the work being performed on the revision of the Bylaws of the Board of Trustees and the Library Personnel Policy. Upon completion, the Library Board of Trustees will vote on the policy changes.

2. Communications

Annie N. suggested to extend library hours during college finals week.

J. EXECUTIVE SESSION

K. OLD BUSINESS

1. Little Library Community Wide Project Update

Director Setzer and Assistant Director Williams visited Washington Elementary School to present the Little Library Project and tour Washington School Library. Upon further discussion it was determined the next step would be contacting Superintendent Boryszewski with future plans to present the project to the School Board. The principal of St. Maria Goretti will also be contacted to discuss the Little Library Project.

President Fanselow contacted a Leyden department chair regarding students taking part in the construction and the painting of the structures. Discussion took place of letting the District 81 schools design the art for the structures, then having the Leyden Art Department implement the designs.

2. Logo Update

Triton College is in the process of locating the student who designed the library logo for reformatting purposes. The Triton Visual Communications Coordinator suggested reformatting the logo in the event the student cannot be located.

Promotional items such as bags for checkout and purchase and business cards for the Board of Trustees displaying the new logo were reviewed.

L. NEW BUSINESS

1. Holiday Staff Gift

A MOTION was made by Terri Sheridan and seconded by Ellen Melnitzke to approve the 2015 Holiday Gift Schedule. Motion carried unanimously.

2. Holiday Staff/Trustee Party

The Holiday Party in past was held in December following the Board Meeting. Due to scheduling conflict, the Board of Trustees agreed to move the party to November.

A MOTION was made by Earl Gilpin and seconded by Jennifer Yarnell to approve the 2015 Staff/Trustee holiday party for November 19th. Motion carried unanimously.

A MOTION was made by Ellen Melnitzke and seconded by Jennifer Yarnell to approve the cost of the Holiday/Staff Trustee Party not to exceed \$200.00. Motion carried unanimously.

3. Upcoming Projects Discussion

The Wish List created at the beginning of the year was reviewed. Discussion took place of what projects were necessary to complete. Director Setzer expressed concern regarding the condition of the carpet in the Youth Services Department. The replacement of the Youth Services carpet, furnishing of the Teen space, replacement of staff chairs, and backroom modification to accommodate small groups and programming projects will be pursued.

M. COMMUNICATIONS

1. Historical Commission Letter

The Historical Commission submitted a letter to the Library Board of Trustees thanking Director Setzer and staff for their assistance with the Historical Dig and expressing an interest to have the program again in 2016.

N. ADJOURNMENT

A MOTION was made by Jennifer Yarnell and seconded by Earl Gilpin to adjourn the meeting at 8:10 p.m. Motion carried unanimously.

The next Board Meeting will be November 19, 2015 at 7:00 p.m.

Respectfully submitted,

Jennifer Yarnell

Secretary