

**SCHILLER PARK PUBLIC LIBRARY  
BOARD OF DIRECTORS  
MINUTES OF THE BOARD MEETING:  
January 28, 2016**

**A. CALL TO ORDER:**

President Fanselow called the meeting to order at 7:01 p.m.

**B. PLEDGE OF ALLEGIANCE:**

**C. ROLL CALL:**

Present: Diana Caffero, Audrey Fanselow, Earl Gilpin, Terri Sheridan, Jennifer Yarnell,  
Laura Williams, Assistant Director, Tina J. Setzer, Library Director.

Absent: Ellen Melnitzke, Sandra Rosario.

A quorum was present.

**D. MINUTES FROM PREVIOUS MEETING**

**1. Minutes from Regular Meeting of December 10, 2015**

A MOTION was made by Diana Caffero and seconded by Terri Sheridan to approve the minutes from December 10, 2015. Motion carried unanimously.

**E. GUEST AND PUBLIC COMMENTARY**

Village Manager Brad Townsend was present to answer questions and discuss the FY 2014-2015 Annual Financial Report and auditing process.

**F. FINANCIAL REPORT**

**1. Treasurer's Report for January 2016**

President Fanselow requested to amend the balance to reflect the correct January revenue and disbursements.

A MOTION was made by Diana Caffero and seconded by Terri Sheridan to approve the Treasurer's Report as amended for January 2016 for checks #28208 through #28257 totaling \$74,761.03 from the General Revenue Fund. Motion carried unanimously.

**G. LIBRARIANS REPORT**

**1. November 2015 Report**

A MOTION was made by Jennifer Yarnell and seconded by Diana Caffero to approve the November 2015 Librarians Report. Motion carried unanimously.

**2. A MOTION was made by Earl Gilpin and seconded by Jennifer Yarnell to approve the December 2015 Librarians Report. Motion carried unanimously.**

**3. ALA Annual Conference**

A MOTION was made by Terri Sheridan and seconded by Diana Caffero to approve the ALA Annual Conference expenses for Director Setzer not to exceed \$1,380.00. Motion carried unanimously.

## **H. Committee Reports**

1. The Wish List Committee will meet in February prior to the next Board Meeting.
2. Planning and Policy
  - a) Trustee Bylaws

A MOTION was made by Earl Gilpin and seconded by Jennifer Yarnell to approve the Trustee Bylaws. Motion carried unanimously.
  - b) Personnel Policy

Secretary Yarnell and President Fanselow expressed concern regarding extended sick leave not being addressed in the personnel policy. Vice President Caffero suggested the addition to the policy.

The approval of the Personnel Policy was tabled until the next Board Meeting.

## **I. Executive Session**

## **J. Old Business**

1. Little Library Community Wide Project Update

The construction of the Little Library structures is almost complete. The next step is to contact the participating schools with a proposal on how to design the structures through examination of various artist styles.

The Little Library Project will be recognized as an Example of Excellence at the next District 81 Board Meeting.
2. Logo Merchandise Ideas

Sample tote bags available for purchase and circulation from the Eisenhower Public Library District were reviewed. The next step is to contact vendors for tote bag styles and cost.
3. Youth Services Carpet and Workroom

Discussion of carpet and workroom vendors took place. Various vendors will be contacted to supply bids.
4. Furniture Bids

Staff chair quotes from three vendors were provided. The library will look into contacting the vendors to provide sample chairs prior to ordering.

A MOTION was made by Earl Gilpin and seconded by Terri Sheridan to approve the purchase of staff chairs not to exceed \$3,500.00. Motion carried unanimously.

A MOTION was made by Earl Gilpin and seconded by Jennifer Yarnell to purchase revolving Dvd/cd spinners from The Library Store not to exceed \$1,610.40 and purchase the Teen space furniture from Demco excluding the Haba Quadrant Stools at approximately \$5,523.00. Motion carried unanimously.

## **K. New Business**

No new business

## **L. Communications**

1. Tax Levy

The Village of Schiller Park annual Tax Levy was presented.
2. Per Capita Grant

A copy of the Illinois Public Library and Equalization Aids Grant Application submitted was presented.

**3. Annual Certification**

A copy of the Illinois State Library Certification was presented.

**4. Legislative Luncheon**

The Library Legislative Luncheon will take place Friday, February 12.

Featured speakers will include library leaders, and each legislator will be introduced.

**5. Prom Dress Donation Event**

Gently used prom dresses and men's suits are being accepted at the Schiller Park Public Library, Northlake Public Library District, and Franklin Park Public Library District for the 5<sup>th</sup> Annual Once upon a Prom event in April.

A MOTION was made by Earl Gilpin and seconded by Diana Cafferro to adjourn the meeting at 9:35 p.m. Motion carried unanimously.

The next Board Meeting will be February 25, 2016 at 7:00 p.m.

Respectfully submitted,

*Jennifer Yarnell*

Secretary