

**SCHILLER PARK PUBLIC LIBRARY  
BOARD OF DIRECTORS  
MINUTES OF THE BOARD MEETING:  
October 26, 2017**

**A. Call To Order:**

President Fanselow called the meeting to order at 7:13 p.m.

**B. Pledge of Allegiance**

**C. Roll Call:**

Present: Diana Caffero, Audrey Fanselow, Earl Gilpin, Diane Morioka, Terri Sheridan,  
Daniel Sliwicki, Jennifer Yarnell

Also Present: Tina J. Setzer, Library Director, Laura Williams, Assistant Director.

A quorum was present.

**D. Approval of Minutes from Previous Meeting**

**1. Minutes from Regular Meeting of September 28, 2017**

A MOTION was made by Earl Gilpin and seconded by Diane Morioka to approve the minutes from September 28, 2017. Motion carried unanimously.

**E. Guest and Public Commentary**

None

**F. Financial Report**

**1. Treasurer's Report October 2017**

A MOTION was made by Jennifer Yarnell and seconded by Daniel Sliwicki to approve the Treasurer's Report for October 2017 for checks #29131 through #29167 totaling \$38,769.56 from the General Revenue Fund. Motion carried unanimously.

**G. Librarians Report**

**1. September 2017 Report**

Director Setzer stated the 2018 Public Library Per Capita Grant application is now available. It is a requirement for the Per Capita Grant that a Library Trustee and staff member receive safety education. Director Setzer will email the Library Trustees the link to a safety webinar available on RAILS and contact the Schiller Park Police Department to invite them to speak on library safety at the November Library Board Meeting.

A MOTION was made by Diane Morioka and seconded by Daniel Sliwicki to approve the September 2017 Librarians Report. Motion carried unanimously.

**2. Halloween Howl**

The Halloween Howl will take place on Saturday, October 28<sup>th</sup> from 1:00 - 3:00 p.m. The Library will be responsible for scary stories, pictures with the pumpkin, a guessing jar and games.

**H. Committee Reports**

**I. Old Business**

**1. Adult Room Shelving End Panels**

Assistant Director Williams distributed bids and sample end panel options from Library Furniture International and Meilahn Manufacturing Company.

A MOTION was made by Diane Morioka and seconded by Daniel Sliwicki to approve the purchase of adult room shelving end panels from Library Furniture International not to exceed \$8000.00. Motion carried unanimously.

**J. Executive Session**

**K. New Business**

**1. Holiday Staff Gift**

Director Setzer distributed a recommended holiday staff gift list.

A MOTION was made by Diane Morioka and seconded by Earl Gilpin to approve the Holiday Staff Gift. Motion carried unanimously.

**2. Holiday Staff/Trustee Party**

A MOTION was made by Jennifer Yarnell and seconded by Diane Morioka to approve the cost of the Holiday Staff/Trustee Party not to exceed \$250.00. Motion carried unanimously.

**L. Communications**

**1. Community Survey**

The Library Community Survey is now available at the Schiller Park Public Library and Schiller Park Village Hall and has been included in the November/December Library Program Flyer and the November Schillergram. The survey is also available on the Schiller Park Public Library website.

**2. Mission Statement**

Discussion of the mission statement took place for it to be reworded as follows:

To be a center of learning by providing resources, technology, and gathering spaces to meet the diverse needs of the community.

**3. November/December 2017 Program Flyer**

**4. Thank You Letter to Mary Catomy**

**5. Approval of Meeting Room Application**

A MOTION was made by Jennifer Yarnell and seconded by Earl Gilpin to approve the Meeting Room application submitted by the Cultural and Educational Center ZNANIE. Motion carried unanimously.

**M. Adjournment**

A MOTION was made by Terri Sheridan and seconded by Diane Morioka to adjourn the meeting at 8:04 p.m. Motion carried unanimously.

The next Board Meeting will be November 9<sup>th</sup>, 2017 at 7:00 p.m.

Respectfully submitted,

*Jennifer Yarnell*

Secretary