

**SCHILLER PARK PUBLIC LIBRARY
BOARD OF DIRECTORS
MINUTES OF THE BOARD MEETING:
APRIL 12, 2018**

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, Diane Morioka, Terri Sheridan,
Daniel Sliwicki, Jennifer Yarnell

Also Present: Russ Klug, Village Trustee-Library Liaison as amended, 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 March 22, 2018

A MOTION was made by Dan Sliwicki and seconded by Diane Morioka to approve the minutes from March 22, 2018. Motion carried unanimously.

2. Minutes from Budget and Finance Committee Meeting of March 22, 2018

A MOTION was made by Earl Gilpin and seconded by Terri Sheridan to approve the Budget and Finance Committee minutes from March 22, 2018. Motion carried unanimously.

E. Guest and Public Commentary

Schiller Park Village Mayor Nick Caiafa Schiller Park Village Trustee Joan Golembiewski
Schiller Park Village Clerk Rosa Jos Schiller Park Village Manager Brad Townsend
Chad Meyers

Schiller Park Village Clerk Rosa Jos presented President Fanselow and Director Setzer with a Village Proclamation. Mayor Nick Caiafa, with the support of the Village Board Trustees, hereby proclaims National Library Week in Schiller Park from April 8th to 14th, 2018.

*Library Trustee Diana Caffero arrived at 7:09 p.m.

F. Financial Report

1. Treasurer's Report April 2018

A MOTION was made by Diane Morioka and seconded by Dan Sliwicki to approve the Treasurer's Report for April 2018 for checks #29351 through #29390 totaling \$90,846.55 from the General Revenue Fund. Treasurer Sheridan questioned the Library's credit card payment process because it had been discussed at the last Village Board Meeting. Director Setzer outlined the entire Library credit card procedures. Motion carried unanimously.

G. Librarians Report

1. March 2018 Report

A MOTION was made by Dan Sliwicki and seconded by Earl Gilpin to approve the March 2018 Librarians Report. Motion carried unanimously.

H. Committee Reports

The Budget and Finance Committee

a. Staff Salaries for FY 2018-19

A MOTION was made by Diane Morioka and seconded by Diana Caffero to approve a 2.625% salary increase for all staff with the exception of the Library Director. Motion carried unanimously.

b. Library Budget for FY 2018-19

Director Setzer explained the breakdown of the FY 2018-19 Budget and the reasons for any major variances in line items from the previous year's Budget. Trustee Caffero requested clarification of SWAN Computer Network Fees.

A MOTION was made by Jennifer Yarnell and seconded by Daniel Sliwicki to approve the Library Budget for FY 2018-19. Motion carried unanimously.

I. Old Business

1. Cooperative Village Events

Director Setzer and Assistant Director Williams discussed the success of the cooperative Teen Glow in the Dark Easter Egg Hunt and Children's Easter Egg Hunt with the Recreation Department. The programs and events planned for Library week were discussed. Additional Village wide events are in the planning stages.

J. Executive Session

None

K. New Business

1. Non Resident Library Card for FY 2018-19

A MOTION was made by Diane Morioka and seconded by Earl Gilpin to approve the Non Resident Library Card Fee for FY 2018-19. Motion carried unanimously.

2. Cleaning Services

The Village and Library worked together to jointly accept cleaning service bids for various Village buildings in attempt to receive the best possible pricing. The lowest bidder for the cleaning service for the Village was not the lowest bidder for the Library. After a discussion, the board agreed to accept the low bid from Quality Maintenance Systems.

A MOTION was made by Diana Caffero and seconded by Terri Sheridan to approve Quality Maintenance Systems to provide cleaning services to the Library. Motion carried unanimously.

L. Communications

1. ILA's Reporter article

M. Trustee Comments - Non Agenda Items

None

N. Adjournment

A MOTION was made by Jennifer Yarnell and seconded by Diane Morioka to adjourn the meeting at 7:45 p.m. Motion carried unanimously.

The next Board Meeting will be May 24, 2018 at 7:00 p.m.

Respectfully submitted,

Jennifer Yarnell

Secretary