

**SCHILLER PARK PUBLIC LIBRARY
BOARD OF DIRECTORS
MINUTES OF THE BOARD MEETING:
MARCH 22, 2018**

A. Call To Order:

President Fanselow called the meeting to order at 7:04 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 February 22, 2018

A MOTION was made by Earl Gilpin and seconded by Diane Morioka to approve the minutes from February 22, 2018. Motion carried unanimously.

2. Minutes from Wish List Committee Meeting of February 22, 2018

A MOTION was made by Earl Gilpin and seconded by Diane Morioka to approve the Wish List Committee minutes from February 22, 2018. Motion carried unanimously.

E. Guest and Public Commentary

None

F. Financial Report

1. Treasurer's Report March 2018

A MOTION was made by Jennifer Yarnell and seconded by Terri Sheridan to approve the Treasurer's Report for March 2018 for checks #29318 through #29350 totaling \$63,192.43 from the General Revenue Fund. Motion carried unanimously.

G. Librarians Report

1. February 2018 Report

Director Setzer mentioned the success of the Dr. Seuss event at the Library and thanked Library Trustees Morioka, Sheridan, and Gilpin for representing the Library at District 81 Dr. Seuss night.

A MOTION was made by Diana Caffero and seconded by Earl Gilpin to approve the February 2018 Librarians Report. Motion carried unanimously.

H. Committee Reports

1. The Budget and Finance Committee met on Thursday, March 22nd to create a budget for Fiscal Year 2018-19. Rob Romo, the Village of Schiller Park Finance Director attended the committee meeting to provide input.

I. Old Business

1. Cooperative Village Events

Director Setzer scheduled Blaine Schneider, Firefighter-Paramedic Public Education Coordinator to present at the July board meeting. She also discussed the ground breaking event held at East Leyden attended by Library Trustees and staff on March 15.

Library Trustees volunteering for the Easter Egg Hunt on March 31st are requested to arrive at Shelton Field at 10:15 a.m.

Assistant Director Williams spoke about the first annual Teen Glow in the Dark Easter Egg Hunt on March 28, 2018. She also spoke about the connections made at the Senior Breakfast on March 22nd and plans to hold a smaller senior event at the Library.

President Fanselow stated that the Little Library at Kennedy School was repaired.

Director Setzer stated that the Little Libraries will be checked for content and maintenance on a regular basis. Locations for additional Little Libraries were also discussed.

2. Capital Projects Update

Director Setzer discussed the need to enter into a competitive closed bid process for the glass enclosure of the Computer Lab. A bid packet will be created with the village's engineers and will also include glass doors installed at the entrance to the Youth Services Room.

J. Executive Session

None

K. New Business

1. Grants

The Library applied for the Back to Books Grant from the Illinois State Library to develop collections and engage readers of any age or ability in formal and independent reading or research. Library management determined the Polish and Spanish collection to be the focus of the grant. This offering allows \$1,000 to \$4,999 for the purchase of books to support the reading and research needs of children, youth and adults.

2. Disposal List for March 22, 2018

A MOTION was made by Diane Morioka and seconded by Diana Caffero to approve the Disposal List for March 22, 2018. Motion carried unanimously.

L. Communications

1. American Legion Thank You letter
2. Guns in Library article

M. Adjournment

A MOTION was made by Diane Morioka and seconded by Terri Sheridan to adjourn the meeting at 7:50 p.m. Motion carried unanimously.

The next Board Meeting will be April 12, 2018 at 7:00 p.m.

Respectfully submitted,

Jennifer Yarnell

Secretary

**SCHILLER PARK PUBLIC LIBRARY
BUDGET AND FINANCE COMMITTEE
MINUTES MEETING:
MARCH 22, 2018**

A. CALL TO ORDER:

Meeting called to order at 6:00 p.m.

B. ROLL CALL:

Present: Audrey Fanselow, Library Board President, Diana Caffero, Library Board Vice President and Terri Sheridan, Library Board Treasurer

Also Present: Tina J. Setzer, Library Director, and Robert Romo, Schiller Park Finance Director

C. GUEST AND PUBLIC COMMENTARY – NONE

D. BUDGET REVIEW

Director Setzer presented the committee the proposed Schiller Park Library's FY 2018-19 Budget and the proposed Schiller Park Library's FY 2018-19 Working Budget.

Finance Director Romo and Library Director Setzer explained the budget line item by line item. Finance Director Romo specified that the Library's Budget is unique and unlike the Village's is completely property tax driven. The Library's bond debt was also discussed and he offered to research the Bonds and make a recommendation. Director Setzer stated that the items selected for inclusions were based on the recommendations of the Wish List committee and the Patron Services Survey.

Ms. Setzer was directed to create a final draft of the 2018-19 Budget based on the recommendations of the Budget and Finance Committee which will be distributed in the March Board Packet for board approval. The approved Budget will then be given to the Village of Schiller Park's Finance Director to be included with the Village's Final Budget.

E. MOTION by Diana Caffero Seconded by Terri Sheridan for ADJOURNMENT AT 6:37 P.M.