

**SCHILLER PARK PUBLIC LIBRARY  
BOARD OF DIRECTORS  
MINUTES OF THE BOARD MEETING:  
July 26, 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: Russ Klug, Village Trustee-Library Liaison, Tina J. Setzer, Library Director,  
Laura Williams, Assistant Director

A quorum was present.

President Fanselow appointed Trustee Diane Morioka as Acting Secretary

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

**1. Minutes from Regular Meeting of May 24, 2018**

A MOTION was made by Earl Gilpin and seconded by Diana Caffero to approve the minutes from May 24, 2018. Motion carried unanimously.

**2. Executive Session Minutes from Regular Meeting of May 24, 2018**

A MOTION was made by Diane Morioka and seconded by Dan Sliwicki to approve the Executive Session minutes from May 24, 2018. Motion carried unanimously.

\*Library Trustee Jennifer Yarnell arrived at 7:06 p.m.

**E. Guest and Public Commentary**

None

**F. Financial Report**

**1. Treasurer's Report June 2018**

Trustee Morioka inquired about the program flyers. Trustee Caffero asked about the increased cleaning service cost which is due to the cleaning company now ordering the library's cleaning supplies and conducting a deep cleaning. Trustee Caffero stated she liked the % remaining in the budget notated on the monthly treasurer's report.

A MOTION was made by Terri Sheridan and seconded by Earl Gilpin to approve the Treasurer's Report for June 2018 for checks #29439 through #29474 totaling \$69,049.56 from the General Revenue Fund. Motion carried unanimously.

**2. Treasurer's Report July 2018**

Treasurer Sheridan inquired about the voided checks from the bill list which was due to printing error. Trustee Caffero asked about the RAILS and SWAN fees. Director Setzer stated the Library is currently in the audit process.

A MOTION was made by Diana Caffero and seconded by Jennifer Yarnell to approve the Treasurer's Report for July 2018 for checks #29475 through #29523 totaling \$83,722.16 from the General Revenue Fund. Motion carried unanimously.

## **G. Librarians Report**

### **1. May 2018 Report**

A MOTION was made by Earl Gilpin and seconded by Diane Morioka to approve the May 2018 Librarians Report. Motion carried unanimously.

### **2. June 2018 Report**

Director Setzer announced the summer reading program celebration will take place at the Anna Montana Water Park and Memorial Pool. The event will take place on Wednesday, August 1<sup>st</sup> from 6:00-8:00 p.m. with the drawing being held at 7:15 p.m. This year there were 84 active participants in the reading program. Each attendee will receive two meal vouchers to be used at the concession stand. Trustees are welcome to attend but are not needed to volunteer. Director Setzer thanked Trustee Caffero, Trustee Sheridan, and Trustee Yarnell for volunteering for the Step Right Up Library event.

A MOTION was made by Diana Caffero and seconded by Diane Morioka to approve the June 2018 Librarians Report. Motion carried unanimously.

### **3. Illinois Public Library Annual Report FY 2017-2018**

Trustee Morioka stated Trustee Gilpin's term expiration needed to be updated. Trustee Gilpin stated his home address needed to be updated. Trustee Caffero stated she submitted her statement of economic interest, but inquired as to why she did not receive email notice to renew. Director Setzer will follow-up with the Village of Schiller Park to confirm Library Trustee emails.

## **H. Committee Reports**

The Long Range Planning Committee

The Long Range Planning Committee met and discussed the strategic plan to include: Vision, Values, Core Services, and Service Initiatives. The next step will be for the committee to present the plan to the Library Board.

## **I. Old Business**

### **1. Schiller Park Annual Classic Auto Show and Family Fun Day**

Director Setzer announced the Annual Classic Auto Show and Family Fun Day will take place on Sunday, August 26<sup>th</sup> from 12:00-4:00 p.m. The Library will have a table where a STEM launcher project can be created to promote the release of the new STEM Kits in the fall 2018. The kits were made possible through a generous grant from the Institute of Electrical and Electronics Engineers (IEEE) – Chicago Section. Ideas for an adult activity will be discussed at the next meeting. Director Setzer stated the new issue of the Schillergram Village newsletter included an article about available Library resources.

## **J. Executive Session**

None

**K. New Business**

**1. Request for Library Fines to be Waived**

A request was made by a Schiller Park patron to waive their library fines in the amount of \$129.00. A discussion took place and it was determined the fines would not be waived.

A request was made by the Gift from the Heart Foundation to waive fines in the amount of \$132.00.

A MOTION was made by Terri Sheridan and seconded by Earl Gilpin to approve to waive the fines for the Gift from the Heart Foundation.

Yes: Gilpin, Sheridan, Sliwicky, Yarnell

No: Caffero, Fanselow, Morioka

Motion carried.

**2. Disposal List for July 26, 2018**

A MOTION was made by Diane Morioka and seconded by Diana Caffero to approve the disposal list for July 26, 2018. Motion carried unanimously.

**3. ALA Conference Report**

Director Setzer and Assistant Director Williams provided a report of the ALA conferences they attended in the Board Packet. Trustee Gilpin, Trustee Morioka, Trustee Sheridan, Trustee Yarnell, Director Setzer and Assistant Director Williams discussed highlights of the conference.

**L. Communications**

**1. 2018 Appraisal Report**

A copy of the 2018 appraisal report was provided.

**M. Trustee Comments - Non Agenda Items**

Trustee Caffero spoke about the state of Illinois new opportunity zones. The Harvey Public Library District was discussed.

**N. Adjournment**

A MOTION was made by Earl Gilpin and seconded by Dan Sliwicky to adjourn the meeting at 8:20 p.m. Motion carried unanimously.

The next Board Meeting will be August 23, 2018 at 7:00 p.m.

Respectfully submitted,

*Diane Morioka*

Acting Secretary