

**SCHILLER PARK PUBLIC LIBRARY
BOARD OF DIRECTORS
MINUTES OF THE BOARD MEETING:
August 23, 2018**

A. Call To Order:

President Fanselow called the meeting to order at 7:00 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 July 26, 2018

A MOTION was made by Earl Gilpin and seconded by Terri Sheridan to approve the minutes from July 26, 2018. Motion carried unanimously.

2. Minutes from Long Range Planning Meeting of July 26, 2018

A MOTION was made by Diane Morioka and seconded by Dan Sliwicki to approve the Long Range Planning Committee minutes from July 26, 2018. Motion carried unanimously.

E. Guest and Public Commentary

None

F. Financial Report

1. Treasurer's Report August 2018

Treasurer Sheridan inquired about the SWAN Lost Item from the bill list which was due to a lost interlibrary loan item. President Fanselow asked about the difference for the insurance total on the treasurer's report and the bill list.

A MOTION was made by Diane Morioka and seconded by Jennifer Yarnell to approve the Treasurer's Report for August 2018 for checks #29524 through #29561 totaling \$73,662.10 from the General Revenue Fund. Motion carried unanimously.

G. Librarians Report

1. July 2018 Report

Information Services Director Elgin provided an update on the Little Libraries located at Kennedy and Washington Elementary School, Lincoln Middle School and St. Maria Goretti School. Minor repairs have been made to the Little Libraries over the past couple weeks. The Kennedy and Washington Elementary Little Libraries will be temporarily removed to be refinished.

Director Setzer thanked everyone for their assistance with the summer reading program. The next cooperative event will be the Halloween Howl on Saturday, October 27th.

A MOTION was made by Earl Gilpin and seconded by Terri Sheridan to approve the July 2018 Librarians Report. Motion carried unanimously.

H. Committee Reports

The Long Range Plan Initial Document

The Long Range Planning Committee discussed the Strategic Plan items selected for Vision, Values, Core Services, and Service Initiatives. The Library Board agreed to move forward with the Strategic Plan.

I. Old Business

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

The Annual Classic Auto Show and Family Fun Day will take place on Sunday, August 26th from 12:00-4:00 p.m. The Library has created catapult kits to distribute to attendees to promote the release of the new STEM Kits in the fall 2018. Assistant Director Williams presented a sample of the STEM Kits. The kits were made possible through a generous grant from the Institute of Electrical and Electronics Engineers (IEEE) – Chicago Section. Trustee Morioka suggested the purchase of a giant Jenga for adult attendees.

2. Trustee ALA Reports

Library Trustees who attended the 2018 American Library Association Conference submitted reports included in board packet.

J. Executive Session

1. To Conduct Review of Closed Session Minutes

A MOTION was made by Diana Caffero and seconded by Terri Sheridan to enter Executive Session at 7:37 p.m. Motion carried unanimously.

Return from Executive Session 7:38 p.m.

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.

K. New Business

1. Action of Review of Closed Session Minutes

A MOTION was made by Jennifer Yarnell and seconded by Terri Sheridan to keep the minutes of the Executive Session of the Schiller Park Public Library Board from February 2018 - July 2018 remained closed to the public. Motion carried unanimously.

2. 2019 Holidays

A MOTION was made by Diane Morioka and seconded by Earl Gilpin to approve the 2019 Holidays. Motion carried unanimously.

3. 2019 Board Meetings

A MOTION was made by Jennifer Yarnell and seconded by Diana Caffero to approve the 2019 Board Meetings. Motion carried unanimously.

L. Communications

1. ILA Conference and Preview

General information about the ILA conference in Peoria, Illinois was distributed.

2. FOIA request 080718

Request submitted on August 7, 2018 - response August 13

3. FOIA request 081418

Request submitted August 14, 2018 - response August 14

Director Setzer expressed appreciation for President Fanselow's assistance with the FOIA requests.

4. Recreation Department Thank You Letter

A thank you letter was sent to the Recreation Department for their assistance with the summer reading program.

5. *Chicago Tribune* Article

M. Trustee Comments - Non Agenda Items

None

N. Adjournment

A MOTION was made by Diane Morioka and seconded by Earl Gilpin to adjourn the meeting at 7:49 p.m. Motion carried unanimously.

The next Board Meeting will be September 27, 2018 at 7:00 p.m.

Respectfully submitted,

Jennifer Yarnell

Secretary