

**SCHILLER PARK PUBLIC LIBRARY
BOARD OF DIRECTORS
MINUTES OF THE BOARD MEETING:
October 25, 2018**

A. Call To Order:

President Fanselow called the meeting to order at 7:03 p.m.

B. Pledge of Allegiance

C. Roll Call:

Present: Diana Caffero, Audrey Fanselow, Earl Gilpin, Jennifer Yarnell

Absent: Diane Morioka, Terri Sheridan, Daniel Sliwicki

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 27, 2018

A MOTION was made by Diana Caffero and seconded by Jennifer Yarnell to approve the minutes from September 27, 2018. Motion carried unanimously.

E. Guest and Public Commentary

None

F. Financial Report

1. Treasurer's Report October 2018

A MOTION was made by Earl Gilpin and seconded by Jennifer Yarnell to approve the Treasurer's Report for October 2018 for checks #29610 through #29649 totaling \$70,106.86 from the General Revenue Fund. Motion carried unanimously.

G. Librarians Report

1. September 2018 Report

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

H. Committee Reports

1. Long Range Planning

a. Strategic Plan 2019-2023 – First Reading

The first reading of the Strategic Plan 2019-2023 was distributed for review. Vice President Caffero suggested expanding upon areas of the Strategic Plan. President Fanselow stated for the Library Trustees to review the Strategic Plan and offer any suggestions.

I. Old Business

1. Little Libraries Update

The refinished Little Libraries from Kennedy and Washington School have been reinstalled. A new Little Libraries location was requested by the Schiller Park Recreation Department. Further discussion will take place with the Village of Schiller Park and Recreation Department for input on the location of the Little Libraries.

2. Halloween Howl

The Halloween Howl will take place on Saturday, October 27th at Lincoln Middle School. Director Setzer reminded all volunteers to arrive at 12:30p.m. Library Trustees will distribute a handout at the entrance of the Halloween Howl which will include a map of the activities and a save the date for the Trick or Treating at the Library and the Village Winter Wonderland event.

The Day of the Dead celebration will take place on November 1st at 4:30 p.m. at the Library.

The Washington Elementary School 4th grade class visited the Library and Historical Commission on October 4th.

The HallowTeen Party took place on October 24th. There were 16 teens in attendance.

J. Executive Session

None

K. New Business

1. Standards Review-Serving Our Public 3.0 – Chapter 8, Public Services

Director Setzer and the Library Board reviewed and discussed possible improvements regarding the Per Capita Grant Serving Our Public 3.0 – Chapter 8, Public Services

2. Continuing Education Workshop - Meeting the needs of patrons with disabilities/challenges

Director Setzer will email the Library Trustees and staff the link to the disabilities, language, and literacy workshops available on RAILS.

L. Communications

1. Fire Department Open House Flyer

Information Services Director Elgin attended the Fire Department Open House on Saturday, October 13th. Information about library services and launchers to promote the release of the library STEM Kits were distributed.

2. Health and Resource Fair Flyer

Assistant Director Williams and Information Services Director Elgin attended the Health and Resource Fair on Thursday, October 25th. Information about library services and programming for adults were distributed.

3. Tax Appeal Workshop Flyer

The Property Tax Assessment Appeal Seminar took place on Monday, October 22nd.

4. Leyden Author Event

The Leyden High School District 212 will host an author visit and book signing on Monday, November 12th.

5. Leyden Toy and Food Drive

The Library is accepting toy and food donations for Leyden Township's annual food and toy drive program. All donations must be received by December 17th.

6. FOIA 101118H

Request submitted on October 4th, 2018 - response October 11th

7. FOIA 101118S

Request submitted on October 4th, 2018 - response October 11th

M. Trustee Comments - Non Agenda Items

Secretary Yarnell suggested creating a panning for gems activity for kids at the 2019 Schiller Park Car Show. The library will look into promotional giveaway options for all age groups to be distributed at community events.

N. Adjournment

A MOTION was made by Diana Caffero and seconded by Earl Gilpin to adjourn the meeting at 7:55 p.m. Motion carried unanimously.

The next Board Meeting will be November 8, 2018 at 7:00 p.m.

Respectfully submitted,

Jennifer Yarnell

Secretary