

**SCHILLER PARK PUBLIC LIBRARY  
BOARD OF DIRECTORS  
MINUTES OF THE BOARD MEETING:  
SEPTEMBER 26, 2019**

**A. Call To Order:**

President Fanselow called the meeting to order at 7:11 p.m.

**B. Pledge of Allegiance**

**C. Roll Call:**

Present: Diana Caffero, Audrey Fanselow, Diane Morioka, Daniel Sliwicki, Jennifer Yarnell

Absent: Earl Gilpin

Also Present: Terri Sheridan, Village Trustee-Library Liaison, 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 August 22, 2019**

A MOTION was made by Diana Caffero and seconded by Diane Morioka to approve the minutes from August 22, 2019. Motion carried unanimously.

**2. Minutes from Executive Session Meeting of August 22, 2019**

A MOTION was made by Jennifer Yarnell and seconded by Diana Caffero to approve the minutes from the Executive Session from August 22, 2019. Motion carried unanimously.

**3. Minutes from Special Meeting of August 29, 2019**

A MOTION was made by Dan Sliwicki and seconded by Diana Caffero to approve the special meeting minutes from August 29, 2019. Motion carried unanimously.

**E. Appointed Library Trustee Karen Lima was Sworn in by Secretary Jennifer Yarnell**

**F. Guest and Public Commentary**

Moses Diaz	Karen Lima
Rosa Jos	Russell Klug
Nick Caiafa	Robert Lima
Sharon Deegan	Elizabeth Youakim
Tom Deegan	

Trustee Robert Lima wanted to thank the board for choosing Library Trustee Lima and the fact that this is more than just a professional goal but also she will follow in the footsteps of his grandfather who campaigned for Library Trustee in the 60's.

**G. Financial Report**

**1. Treasurer's Report September 2019**

A MOTION was made by Diane Morioka and seconded by Diana Caffero to approve the Treasurer's Report for September 2019 for checks #30021 through #30058 totaling \$94,178.96 from the General Revenue Fund.

## **H. Librarians Report**

### **1. August 2019 Report**

A MOTION was made by Dan Sliwicki and seconded by Diane Morioka to approve the August 2019 Librarians Report. Motion carried unanimously.

Director Setzer thanked the Library Trustees for volunteering for the Annual Car Show and Family Fun Day. The mining activity suggested by Trustee Yarnell was a success. Trustee Morioka suggested an easel to display the stone identifier poster as well as moving the activity to the side as to not block the library promotion table. Discussion took place about adding a stem water activity to future events. Director Setzer also commended Trustee Lima for thanking patrons for visiting the library booth.

The fourth grade class from Washington Elementary School visited the library and Historical Commission. There will be an increase in library cards made this month due to the school visit.

## **I. Committee Reports**

### **1. Budget and Finance (Morioka, Caffero)**

### **2. Planning and Policy (Caffero, Sliwicki)**

The Planning and Policy Committee met this evening and determined the following policies will be reviewed: Trustee Bylaws, Materials Selection, and Personnel Policy.

### **3. Communications(Gilpin, Yarnell)**

### **4. Wish List(Gilpin, Morioka)**

### **5. Building And Renovation (Yarnell,Morioka)**

## **J. Old Business**

### **1. Renovation Project**

The architect is putting bid documents together for the construction phase. The furniture order will take place after the construction phase and include the previous suggestions of shades and a projector for the Computer Lab, security cameras, and color end panels for the Children's World.

## **K. Executive Session**

## **L. New Business**

### **1. Little Libraries**

The Kennedy Elementary School Little Library was damaged by a tree. The library will look into purchasing a replacement Little Library for Kennedy School as well as purchasing Little Library structures for the new locations at the Metra Station and Recreation Department.

### **2. Halloween Howl**

The Halloween Howl will take place on Saturday, October 26 from 1:00 - 3:00p.m. at Lincoln Middle School.

### **3. Staff/Trustee Holiday Party**

A MOTION was made by Diane Morioka and seconded by Diana Caffero to approve the Staff/Trustee Holiday party not to exceed \$500.00. Motion carried unanimously.

## **M. Communications**

### **1. Woodmen's Life Thank You Letter**

### **2. Donation Thank You Letter**

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

Trustee Caffero created a history of the historical commission coloring and activity book that includes a brief history of Schiller Park.

**O. Adjournment**

A MOTION was made by Diane Morioka and seconded by Dan Sliwicki to adjourn the meeting 7:30 at p.m. Motion carried unanimously.

The next Board Meeting will be October 24, 2019 at 7:00 p.m.

Respectfully submitted,

*Jennifer Yarnell*

Secretary

**SCHILLER PARK PUBLIC LIBRARY  
POLICY COMMITTEE  
LOWER LEVEL SCHILLER PARK PUBLIC LIBRARY  
MINUTES MEETING:  
SEPTEMBER 26, 2019**

**A. CALL TO ORDER:**

Meeting called to order at 6:33 p.m.

**B. ROLL CALL:**

Present: Audrey Fanselow, Library Board President, Diana Caffero, Library Board Vice President and Daniel Sliwicki, Library Trustee

Also Present: Tina J. Setzer, Library Director.

**C. GUEST AND PUBLIC COMMENTARY – No Public Commentary**

**D. POLICY REVIEW**

Library Director Setzer distributed a list of the current Schiller Park Public Library Policies with the last reviewed dates. The Material Selection policy will be reviewed as is required biennially by Illinois Library Law. The Trustee Bylaws and sections of the Personnel Policy were also selected for review due to suggestions by the Village's attorney, Illinois Library Standards and Library Trustee. Director Setzer will email the proposed revisions on the three policies for the committee to review prior to approval of the Library Board. Additional policies will be discussed for possible review at the next meeting.

**E. ADJOURNMENT AT 6:58 P.M.**