

**SCHILLER PARK PUBLIC LIBRARY
BOARD OF DIRECTORS
MINUTES OF THE BOARD MEETING:
OCTOBER 24, 2019**

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, Karen Lima, Diane Morioka,
Daniel Sliwicki, and Jennifer Yarnell

Absent: Terri Sheridan, Village Trustee- Library Liaison

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 26, 2019

A MOTION was made by Diane Morioka and seconded by Karen Lima to approve the minutes from September 26, 2019. Motion carried unanimously.

2. Minutes from Planning and Policy Committee Meeting of September 26, 2019

A MOTION was made by Earl Gilpin and seconded by Dan Sliwicki to approve the minutes from the Planning and Policy Committee from September 26, 2019. Motion carried unanimously.

E. 1,000 Books before Kindergarten Graduate

President Fanselow presented Jeremy P. with a graduation certificate on behalf of the Library Board.

F. Guest and Public Commentary

Agata P.

Pawel P.

Zusanna P.

Jeremy P.

G. Financial Report

1. Treasurer's Report October 2019

A MOTION was made by Diane Morioka and seconded by Karen Lima to approve the Treasurer's Report for October 2019 for checks #30059 through #30087 totaling \$69,941.14 from the General Revenue Fund. Motion carried unanimously.

Director Setzer stated the library is waiting on the final audit from the village.

H. Librarians Report

1. September 2019 Report

A MOTION was made by Jennifer Yarnell and seconded by Dan Sliwicki to approve the September 2019 Librarians Report. Motion carried unanimously.

Assistant Director Williams and Circulation Director Rodriguez attended the Ice Cream Social on October 24 at Washington Elementary School to promote library services.

The Day of the Dead event will take place at the library on November 4 from 4:30 - 6:00p.m.

Trick or Treat indoors will take place on October 31 from 3:00 - 7:00p.m.

The village requested library events to be included in the village brochure.

Trustee Morioka inquired about library events being included in the Schillergram.

I. Committee Reports

1. Budget and Finance (Morioka, Caffero)

2. Planning and Policy (Caffero, Sliwicki)

The Planning and Policy Committee have been reviewing the Trustee Bylaws, sections of the Personnel Policy, and the Materials Selection Policy.

3. Communications (Gilpin, Yarnell)

4. Wish List (Gilpin, Morioka)

5. Building And Renovation (Yarnell,Morioka)

J. Old Business

1. Renovation Project

Architect Frank Heitzman will meet with Director Setzer, Assistant Director Williams, and President Fanselow, Tuesday for final review of the documents for the construction phase.

2. Halloween Howl

The Halloween Howl will take place on October 26 from 1:00 - 3:00p.m at Lincoln Middle School. Volunteers are asked to arrive at 12:30p.m. Trustee Caffero, Trustee Fanselow, Trustee Lima, Trustee Morioka and Trustee Yarnell volunteered for the event.

3. Little Libraries

Maintenance Staff Santana repaired the damaged Little Library at Kennedy Elementary School.

*Vice President Diana Caffero entered the meeting at 7:21 p.m.

K. Executive Session

None

L. 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

Assistant Director Williams will email the Library Trustees and staff the link to organization management workshops available on RAILS.

3. Staff Holiday Gift

A MOTION was made by Diane Morioka and seconded by Earl Gilpin to approve the Staff Holiday gift as presented. Motion carried unanimously.

M. Communications

1. Leyden Toy and Food Drive

N. Trustee Comments - Non Agenda Items

Trustee Gilpin volunteered to represent the Schiller Park Public Library at the Trunk or Treat event at Kennedy Elementary School.

The Library Board of Trustees December meeting time has changed to 6:30p.m.

O. Adjournment

A MOTION was made by Diana Caffero and seconded by Dan Sliwicki to adjourn the meeting at 7:42 p.m. Motion carried unanimously.

The next Board Meeting will be November 14, 2019 at 7:00 p.m.

Respectfully submitted,

Jennifer Yarnell
Secretary