

**SCHILLER PARK PUBLIC LIBRARY  
BOARD OF DIRECTORS  
MINUTES OF THE BOARD MEETING:  
NOVEMBER 14, 2019**

**A. Call To Order:**

President Fanselow called the meeting to order at 7:10 p.m.

**B. Pledge of Allegiance**

**C. Roll Call:**

Present: Diana Caffero, Audrey Fanselow, Earl Gilpin, Karen Lima\*, Diane Morioka,  
Daniel Sliwicki, Jennifer Yarnell

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 October 24, 2019**

A MOTION was made by Earl Gilpin and seconded by Diane Morioka to approve the minutes from October 24, 2019. Motion carried unanimously.

**E. Guest and Public Commentary**

None

**F. Financial Report**

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

A MOTION was made by Diana Caffero and seconded by Jennifer Yarnell to approve the Treasurer's Report for November 2019 for checks #30088 through #30124 totaling \$56,065.26 from the General Revenue Fund.

**G. Librarians Report**

**1. October 2019 Report**

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

Director Setzer thanked the Library Trustees for volunteering for the Halloween Howl. Trick or Treat at the library and the Day of the Dead event were both well attended.

Assistant Director Williams and Programs Director Lukis attended the Village of Schiller Park Senior Lunch & Learn.

**H. Committee Reports**

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

**2. Planning and Policy (Caffero, Sliwicki) 1<sup>st</sup> Reading of the:**

- a. Materials Selection Policy
- b. Personnel Policy
- c. Trustee Bylaws

Trustee Caffero requested a change in the sentence structure of Section 11 - Travel and Professional Activities.

3. Communications (Gilpin, Yarnell)
4. Wish List (Gilpin, Morioka)
5. Building And Renovation (Yarnell, Morioka)

\*Trustee Lima entered the meeting at 7:20 p.m.

#### **I. Old Business**

##### **1. Renovation Project**

Director Setzer stated that President Fanselow has been very active in the process and her input has been invaluable. She discussed the pre-bid meeting. Bid selection, background checks, and change orders were also discussed.

##### **2. Halloween Howl Evaluation**

President Fanselow thanked all who attended the Halloween Howl. A second balloon artist and/or pre-made balloons would reduce wait times for attendees. The library will look into other photo options for attendees at the Great Pumpkin station.

#### **J. Executive Session**

None

#### **K. New Business**

##### **1. Trustee Facts File Review: Chapters 11-14**

##### **2. 2020 Census Event**

Director Setzer and Assistant Director Williams are on the Schiller Park Census Committee. Director Setzer stated there has been 3 census training sessions thus far. The library will host a 2020 census event where the community can drop in to receive assistance in filling out the census questionnaire. Refreshments will be served, and a computer station will be available for online questionnaire submissions.

#### **L. Communications**

##### **1. SD #81 Thank you letter**

##### **2. Chicago Public Library Goes Fines Free**

##### **3. Join the Fines Free Movement**

##### **4. Several local facilities have decided to go fine free**

A discussion ensued regarding the library going fine free.

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

Assistant Director Williams stated Congressman Mike Quigley's staff will be available at the library on Wednesday, November 20 from 1:00 - 3:00 p.m. to assist patrons with federal issues. An overview of the Museum Adventure Pass program and the Explore More Illinois service was presented.

#### **N. Adjournment**

A MOTION was made by Diane Morioka and seconded by Karen Lima to adjourn the meeting at 8:21 p.m. Motion carried unanimously.

The next Board Meeting will be December 12, 2019 at 6:30 p.m.

Respectfully submitted,

*Jennifer Yarnell*

Secretary