

**SCHILLER PARK PUBLIC LIBRARY  
BOARD OF DIRECTORS  
MINUTES OF THE BOARD MEETING:  
JANUARY 23, 2020**

**A. Call To Order:**

President Fanselow called the meeting to order at 7:04 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

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 December 12, 2019**

A MOTION was made by Diana Caffero and seconded by Diane Morioka to approve the minutes from December 12, 2019. Motion carried unanimously.

**E. Guest and Public Commentary**

None

**F. Financial Report**

**1. Treasurer's Report January 2020**

A MOTION was made by Jennifer Yarnell and seconded Earl Gilpin by to approve the Treasurer's Report for January 2020 for checks #30157 through #30195 totaling \$85,640.42 from the General Revenue Fund. Motion carried unanimously.

Trustee Fanselow inquired about the capital project being carried over to the YTD column.

**G. Librarians Report**

**1. November 2019 Report**

A MOTION was made by Earl Gilpin and seconded by Karen Lima to approve the November 2019 Librarians Report. Motion carried unanimously.

**2. December 2019 Report**

A MOTION was made by Diana Caffero and seconded by Diane Morioka to approve the December 2019 Librarians Report. Motion carried unanimously.

Director Setzer thanked everyone for volunteering for the Christmas Party

**3. Per Capita Grant**

The per capita grant is applied annually through the state and the funds cannot be used for capital projects.

**4. Annual Library Certification**

The annual library certification is filed annually in part to be eligible for membership in RAILS.

**5. Staff Attendance at ALA Conference**

A MOTION was made by Dan Sliwicki and seconded by Diane Morioka to approve attendance at the Annual ALA Conference. Motion carried unanimously.

The library will have an in-service day on June 27 for library staff to attend the conference.

**H. Committee Reports**

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

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

**a. Materials Selection Policy**

A MOTION was made by Diane Morioka and seconded Earl Gilpin by to approve the updated Materials Selection Policy. Motion carried unanimously.

**b. Personnel Policy**

A MOTION was made by Jennifer Yarnell and seconded by Karen Lima to approve the updated Personnel Policy. Motion carried unanimously.

**c. Trustee Bylaws**

A MOTION was made by Diane Morioka and seconded by Earl Gilpin to approve the updated Trustee Bylaws. Motion carried unanimously.

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

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

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

**I. Old Business**

**1. Renovation Project Update**

The pre-construction meeting was last Tuesday and discussion of a projected finish date of April 14 was discussed.

**2. 2020 Census**

There will be a census applicant event on January 29 at the library.

The library, village, and school district 81 will host a census event on March 25 at the library where patrons can receive assistance to fill out the census questionnaire online. There will be a dedicated computer available which was purchased from a grant awarded. Refreshments will be served at the event and bilingual staff will be available to assist.

**J. Executive Session**

None

**K. New Business**

**1. Trustee Attendance at Annual ALA Conference**

A MOTION was made by Jennifer Yarnell and seconded by Diane Morioka to approve attendance at the Annual ALA Conference. Motion carried unanimously.

**L. Communications**

**1. Village Trustee Russ Klug Thank you Letter**

**2. Tony Maciuszek Thank You Letter**

**3. Dave Lemar Thank You Letter**

4. **Legislative Meetup**
5. **Congressman Quigley Office Hours**
6. ***Accidental Library Trustee* article**

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

None

**O. Adjournment**

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

The next Board Meeting will be February 27, 2019 at 7:00 p.m.

Respectfully submitted,

*Jennifer Yarnell*

Secretary