

**SCHILLER PARK PUBLIC LIBRARY
BUDGET AND FINANCE COMMITTEE
MINUTES MEETING:
MARCH 26, 2020**

A. CALL TO ORDER:

Meeting called to order at 6:00 p.m.

B. ROLL CALL:

Present: Audrey Fanselow, Library Board President, Diana Caffero, Library Board Vice President and Diane Morioka, Library Board Treasurer

Also Present: Tina J. Setzer, Library Director and Laura Williams, Assistant Library Director

C. GUEST AND PUBLIC COMMENTARY – NONE

D. BUDGET REVIEW

Director Setzer presented the committee: the Library's portion of the Village of Schiller Park's 2020-21 Levy; the proposed Schiller Park Library's FY 2020-21 Budget and; the proposed Schiller Park Library's FY 2020-21 Working Budget.

Library Director Setzer explained the budget line item by line item. Director Setzer stated that the items selected for inclusions were based on the recommendations of the Wish List committee. Director Setzer was requested by President Fanselow to contact the Auditor regarding the inclusion of the current Capital improvement project in next year's Budget. President Fanselow also requested the addition of another Budget column that reflects the percentage of change from the previous FY Budget.

Ms. Setzer was directed to create a final draft of the 2020-21 Budget based on the recommendations of the Budget and Finance Committee which will be distributed in the April Board Packet for board approval. The approved Budget will then be given to the Village of Schiller Park's Finance Assistant to be included with the Village's Final Budget.

Motion to adjourn was made by Treasurer Morioka and seconded by Vice President Caffero. Motion carried unanimously.

E. MOTION by Treasurer Morioka and Seconded by Vice President Caffero for ADJOURNMENT AT 6:21 P.M.

**SCHILLER PARK PUBLIC LIBRARY
BOARD OF DIRECTORS
MINUTES OF THE BOARD MEETING:
MARCH 26, 2020**

This meeting is being held in accordance with State of Illinois Executive Order 2020-07 Section 6.

A. Call to Order:

President Fanselow called the meeting to order via Zoom meeting 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

Also Present: Terri Sheridan, Village Trustee 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 February 27, 2020

A MOTION was made by Karen Lima and seconded by Diane Morioka to approve the Regular minutes from February 27, 2020. Motion carried unanimously.

2. Minutes from Executive Session of February 27, 2020

A MOTION was made by Dan Sliwicki and seconded by Earl Gilpin to table the Executive Session minutes from February 27, 2020. Motion carried unanimously.

3. Minutes from Wish List Meeting of February 27, 2020

A MOTION was made by Diane Morioka and seconded by Earl Gilpin to approve the Wish List minutes from February 27, 2020. Motion carried unanimously.

E. Guest and Public Commentary

Terri Sheridan, Village Trustee-Library Liaison provided an update of the Village of Schiller Park during the COVID-19 closure.

F. Financial Report

1. Treasurer's Report March 2020

A MOTION was made by Diane Morioka and seconded by Dan Sliwicki to approve the Treasurer's Report for March 2020 for checks #30225 through #30257 totaling \$173,987.72 from the General Revenue Fund. Motion carried unanimously.

Treasurer Morioka made mention the check numbers were out of sequence which she corrected on the signed treasurers document.

G. Librarians Report

1. February 2020 Report

A MOTION was made by Dan Sliwicki and seconded by Karen Lima to approve the February 2020 Librarians Report. Motion carried unanimously.

Director Setzer thanked Trustee Gilpin for assisting with the library's Hats off to Dr. Seuss birthday celebration and Dr. Seuss Night at Kennedy Elementary School.

H. Committee Reports

1. Budget and Finance (Morioka, Caffero)

The Budget and Finance committee met prior to the regular board meeting this evening.

2. Planning and Policy (Caffero, Sliwicki)

3. Communications (Gilpin, Yarnell)

4. Wish List (Gilpin, Morioka)

The Wish List FY2020-21 was reviewed.

5. Building and Renovation (Yarnell, Morioka)

I. Old Business

1. Renovation Project Update

Director Setzer stated the construction project was temporarily halted due to the shelter in place order. Since construction is considered an essential work, construction has resumed. President Fanselow thanked Director Setzer for her hard work and diligence during the construction project and library's closure to the public.

2. 2020 Census

The Census Event scheduled to take place on March 25 was canceled due to COVID-19. The village received a grant for the Census at which time we do know what will happen with it. Currently approximately 20% of the Schiller Park Community has completed the Census.

J. Executive Session

K. New Business

1. Review of employee compensation during COVID-19 pandemic

A MOTION was made by Diane Morioka and seconded Earl Gilpin to continue paying Library Staff during the COVID-19 closure through April 30th at which time compensation will be reevaluated. Motion carried unanimously.

Assistant Director Williams reported on the library staff duties since the library building closure to the public: Staff has been maintaining and monitoring online services; providing resources and activities to the community via Facebook; taking continuing education courses. The release of the Online Patron Registration is now available for the community to register for access for e-media only resources during the closure.

President Fanselow recommended the continuing pay of library staff.

Trustee Sliwicki asked if the library would suffer any shortage financially. Director Setzer stated the only shortage would occur if the community did not pay their property tax.

L. Communications

1. Statement of Economic Interest reminder all has to be finished before May 1st

2. *Library: The Cultural Attraction* article

M. Trustee Comments

N. Adjournment

A MOTION was made by Jennifer Yarnell and seconded by Diane Morioka to adjourn the meeting at 7:56 p.m. Motion carried unanimously.

The next Board Meeting will be April 9th at 7:00 p.m.

Respectfully submitted,

Jennifer Yarnell

Secretary