

**SCHILLER PARK PUBLIC LIBRARY
BOARD OF DIRECTORS
MINUTES OF THE BOARD MEETING:
APRIL 9, 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 at 7:09 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 Library Trustee E-attendance for Board meetings

1. A motion was made by Diane Morioka and seconded by Earl Gilpin to allow Library Trustees E-attendance for Library Board meetings during Governor Pritzker's stay-at-home order. Motion carried unanimously.

E. Approval of Minutes from Previous Meeting

1. Minutes from Executive Session Meeting of February 27, 2020

A MOTION was made by Diane Morioka and seconded by Diana Caffero to table the Executive Session minutes from March 26, 2020. Motion carried unanimously.

2. Minutes from the Regular Meeting of March 26, 2020

A MOTION was made by Jennifer Yarnell and seconded by Karen Lima to approve the Regular minutes from March 26, 2020. Motion carried unanimously.

3. Minutes from Budget and Finance Committee Meeting of March 26, 2020

A MOTION was made by Diana Caffero and seconded by Diane Morioka to approve the Budget and Finance Committee minutes from March 26, 2020. Motion carried unanimously.

F. Guest and Public Commentary

President Fanselow inquired about the status of the 2020 Census completion for Schiller Park.

Terri Sheridan, Village Trustee-Library Liaison stated approximately 37% of Schiller Park completed the Census.

G. Financial Report

1. Treasurer's Report April 2020

A MOTION was made by Earl Gilpin and seconded by Diane Morioka to approve the Treasurer's Report for April 2020 for checks #30258 through #30279 totaling \$182,629.83 from the General Revenue Fund. Motion carried unanimously.

H. Librarians Report

1. March 2020 Report

A MOTION was made by Karen Lima and seconded by Diane Morioka to approve the March 2020 Librarians Report. Motion carried unanimously.

Assistant Director Williams provided an update regarding staff duties during the library building closure to the public. All library staff completed the required state of Illinois sexual harassment prevention training. Director Setzer stated the Library Trustees will also need to complete the training. The Village of Schiller Park and Schiller Park Recreation Department is hosting a virtual egg hunt for the community.

I. Committee Reports

1. Budget and Finance (Morioka, Caffero)

a. Staff Salaries for FY 2020-2021

A MOTION was made by Jennifer Yarnell and seconded by Karen Lima to approve a 3 % salary increase effective May 1, 2020 for all Library Staff with the exception of the Library Director. Motion carried unanimously

b. Library Budget for FY 2020-2021

Director Setzer discussed the breakdown of the FY 2020-2021 budget and the reasons for any major variances in line items from the previous year's budget.

A MOTION was made by Diane Morioka and seconded by Earl Gilpin by to approve the Library Budget for FY 2020-2021 as presented. Motion carried unanimously.

2. Planning and Policy (Caffero, Sliwicki)

3. Communications (Gilpin, Yarnell)

4. Wish List (Gilpin, Morioka)

5. Building and Renovation (Yarnell, Morioka)

J. Old Business

1. Renovation Project Update

Director Setzer reviewed the progression of the renovation project. Upon review, it was determined the Children's World will need additional book browsers to accommodate the Easy Collection. A discussion took place to replace existing shelving which Assistant Director Williams will request bids to present to the Library Board of Trustees.

K. Executive Session

L. New Business

1. Non Resident Library Card FY 2020-2021

A MOTION was made by Diane Morioka and seconded by Dan Sliwicki to approve the Non Resident Library Card Policy for FY 2020-2021 as presented. Motion carried unanimously.

M. Communications

1. American Library Association cancels 2020 Annual Conference due to COVID-19

N. Trustee Comments

O. Adjournment

A MOTION was made by Diane Morioka and seconded by Earl Gilpin to adjourn the meeting at 8:22 p.m. Motion carried unanimously.

The next Board Meeting will be May 28th at 7:00 p.m.

Respectfully submitted,

Jennifer Yarnell

Secretary