

**SCHILLER PARK PUBLIC LIBRARY  
BOARD OF DIRECTORS  
MINUTES OF THE BOARD MEETING:  
May 14, 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 7:01 p.m.

**B. Pledge of Allegiance**

**C. Roll Call:**

Present: Diana Caffero (remotely via Zoom), 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 (remotely via Zoom), Rae Elgin, Information Services Director, Joanna Lukis, Programs Director (remotely via Zoom),

A quorum was present.

**D. 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 Karen Lima to approve the Executive Session minutes from February 27, 2020.

Yes: Audrey Fanselow, Earl Gilpin, Karen Lima, Diane Morioka, Daniel Sliwicki, Jennifer Yarnell

Abstain: Diana Caffero

Motion carried.

**2. Minutes from the Regular Meeting of April 9, 2020**

A MOTION was made by Earl Gilpin and seconded by Diane Morioka to approve the Regular minutes from April 9, 2020. Motion carried unanimously.

**E. Guest and Public Commentary**

**F. Financial Report**

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

A MOTION was made by Diane Morioka and seconded by Karen Lima to approve the Treasurer's Report for May 2020 for checks #30280 through #30313 totaling \$142,328.22 from the General Revenue Fund. Motion carried unanimously.

**G. Librarians Report**

**1. April 2020 Report**

A MOTION was made by Diane Morioka and seconded by Jennifer Yarnell to approve the April 2020 Librarians Report. Motion carried unanimously.

Assistant Director Williams provided an update of staff assignments and virtual programming created during the library building closure to the public. A review of the following e-resource products subscribed to by the library was presented: RBdigital Unlimited Access, Universal Class, READsquared, and Zoom.

Programs Director Lukis reviewed the Virtual Summer Reading Program and the e-product READsquared which will enable participants to report weekly readings online.

Information Services Director Elgin discussed the safety protocol followed by staff entering the building and when quarantining returned items for the recommended 72 hours prior to handling. A deep cleaning of the library will take place upon construction completion.

Information Services Director Elgin and Circulation Director Rodriguez provided information to School District 81 on how to obtain a digital library card and access the e-resources available at the library.

Director Setzer discussed the addition of consumable take home kits which will focus on STEM activities, gardening, origami and drawing which will be available for curbside pickup for patrons to keep. The library is also looking to create a Community Spotlight where patrons can showcase their talents such as reading, art, and any other interests which will bring the community together.

President Fanselow thanked Director Setzer and staff for all they have done.

## **H. Committee Reports**

1. Budget and Finance (Morioka, Caffero)
2. Planning and Policy (Caffero, Sliwicki)
3. Communications (Gilpin, Yarnell)
4. Wish List (Gilpin, Morioka)
5. Building and Renovation (Yarnell, Morioka)

## **I. Old Business**

1. Renovation Project Update
2. Director Setzer stated the remaining items to be completed for the renovation project is the installation of the Children's World door, bookshelves, and the handles for the Computer Lab and Meeting Room.
3. Continued Staff Compensation and employment during COVID-19 Facilities Closing  
Director Setzer reviewed the employee compensation determined at the April Library Board of Trustees meeting. Since the last meeting, two employees in the introductory period were laid off. With the renovation project near completion, there is work for staff to complete onsite. A schedule has been created where part-time staff will work 10 hours onsite at the library and 5 hours continuing education from home.

A MOTION was made by Diane Morioka and seconded by Earl Gilpin to approve for Director Setzer and the Administration Team to review employee compensation and employment.

Motion carried unanimously.

## **J. Executive Session**

## **K. New Business**

1. Reopening Plan

A MOTION was made by Jennifer Yarnell and seconded by Diane Morioka to approve the Reopening Plan as presented. Motion carried unanimously.

The library anticipates moving into phase 2 in June to include curb side pick-up.

2. Addition of June 11, 2020 Library Board meeting

A MOTION was made by Jennifer Yarnell and seconded by Karen Lima to schedule a Library Board Meeting on June 11, 2020. Motion carried unanimously.

**L. Communications**

1. Public notice of reschedule of May 2020 Library Board meeting
2. *Reopening: Not When? But How?* article

**M. Trustee Comments**

Director Setzer stated the Historical Society and Village of Schiller Park are welcome to utilize the library's Zoom subscription for meetings.

**N. Adjournment**

A MOTION was made by Diane Morioka and seconded by Dan Sliwicki to adjourn the meeting at 7:59. Motion carried unanimously.

The next Board Meeting will be June 11, 2020 at 7:00 p.m.

Respectfully submitted,

*Jennifer Yarnell*

Secretary