

**SCHILLER PARK PUBLIC LIBRARY
BOARD OF DIRECTORS
MINUTES OF THE BOARD MEETING:
SEPTEMBER 21, 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 at 7:01 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 via zoom, Village Trustee-Library Liaison, Tina J. Setzer, Library
Director, Rae Elgin, Information Services Director, Joanna Lukis, Programs Director

Absent: Laura Williams, Assistant Director

A quorum was present.

D. Approval of Minutes from Previous Meeting

1. Minutes from Regular Meeting of August 27, 2020

A MOTION was made by Earl Gilpin and seconded by Karen Lima to approve the minutes from
August 27, 2020. Motion carried unanimously.

2. Minutes from Executive Session Meeting of August 27, 2020

A MOTION was made by Dan Sliwicki and seconded by Diane Morioka to approve the Executive
Session minutes from August 27, 2020. Motion carried unanimously.

E. Guest and Public Commentary

None

F. Financial Report

1. Treasurer's Report September 2020

A MOTION was made by Diana Caffero and seconded by Karen Lima to approve the Treasurer's
Report for August 2020 for checks 30448 through 30474 totaling \$76,657.58 from the General
Revenue Fund. Motion carried unanimously.

President Fanselow stated that she was concerned about Property tax income due to Covid-19,
but the library's Income is on par with last year.

G. Librarians Report

1. August 2020 Report

A MOTION was made by Diane Morioka and seconded by Dan Sliwicki to approve the August 2020 Librarians Report. Motion carried unanimously.

Director Setzer stated several changes have been made due to Covid-19, but the community as a rule has been very positive. However, the library received a complaint that patrons from other communities cannot use the computers due to library's new Covid-19 standards. Daily wellness checks are mandatory for staff to complete prior to reporting for their work shift. The library has applied for the Back to Books and the Personal Protective Equipment for Public Libraries Grant.

a. Services to Schools Presentation

Information Services Director Elgin presented the Google Slides created by Programs Director, Joanna Lukis, which highlighted the library's services available to schools.

H. Committee Reports

1. Planning and Policy (Caffero, Sliwicki)

a. Circulation Policy – 1st Reading

Vice President Caffero recommended Appendix 1 include a statement that includes responsibility of payment by the patron for non-returned materials. President Fanselow suggested 11.2 be deleted or rewritten. The Circulation Policy second reading will take place at the October meeting.

Library policies will be reviewed as a group periodically throughout the year so that all polices will be reviewed every two years.

I. Old Business

1. HVAC System

Director Setzer received a bid from the Library's current HVAC service contractor. The document will be given to the Village's Engineer to create a RFB packet for work to be performed in early Spring 2021.

J. Executive Session

K. New Business

1. Library's Financial Institution

Director Setzer will research Banking options for the Library's general checking account.

2. Halloween Program

The next Halloween Community Event Planning meeting will be held on Thursday, September 24 at 10:00 a.m.

3. Election Day Illinois State Holiday

Tabled until October 2020 meeting.

L. Communications

1. Library Article in Schiller Park Communicator
2. *Virus Responsive Design* article

M. Trustee Comments - Non Agenda Items

President Fanselow asked if it would be possible to change the November Library Board meeting. The meeting will be moved to Wednesday, November 18, 2020.

N. Adjournment

A MOTION was made Karen Lima and seconded by Diane Morioka to adjourn the meeting at 8:43 p.m. Motion carried unanimously.

The next Board Meeting will be October 22, 2020 at 7:00 p.m.

Respectfully submitted,

Jennifer Yarnell

Secretary