

**SCHILLER PARK PUBLIC LIBRARY
BOARD OF DIRECTORS
MINUTES OF THE BOARD MEETING:
OCTOBER 22, 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 7:02 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, Village Trustee-Library Liaison, Tina J. Setzer, Library Director,
Laura Williams, Assistant Director (remotely via Zoom)

A quorum was present.

D. Approval of Minutes from Previous Meeting

1. Minutes from Regular Meeting of September 21, 2020

A MOTION was made by Karen Lima and seconded by Diane Morioka to approve the minutes from September 21, 2020. Motion carried unanimously.

E. Guest and Public Commentary

None

F. Financial Report

1. Treasurer's Report October 2020

A MOTION was made by Earl Gilpin and seconded by Daniel Sliwicki to approve the Treasurer's Report for October 2020 for checks #30475 through #30507 totaling \$69,616.25 from the General Revenue Fund. Motion carried unanimously.

G. Librarians Report

1. September 2020 Report

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

The Illinois Library Association Virtual Conference took place October 20-22. All full-time staff attended the event and will submit conference reports at the November 2020 meeting.

H. Committee Reports

1. Planning and Policy (Caffero, Sliwicki)

a. Circulation Policy – 2nd Reading

A MOTION was made by Diane Morioka and seconded by Earl Gilpin to approve the revised Circulation Policy. Motion carried unanimously.

Treasurer Morioka inquired about statement 16.6 to include plus a \$5.00 processing fee instead of minus. Statement 17.3 should include a strikethrough in the first sentence.

I. Old Business

1. HVAC System update

Director Setzer contacted Toler Construction to address the leak in the Children's World skylights and confirmed the HVAC system expense. The library's HVAC system will be discussed with the Village Engineer.

*Vice President Caffero entered the meeting at 7:25 p.m.

2. Halloween Community Event

The Schiller Thriller Parade will take place on Saturday, October 31 at 10:00 a.m. Vehicle decorating volunteers will meet on Friday, October 30. Goodie bags will be distributed at the Schiller Park Public Library and the Recreation Department.

3. Election Day Illinois State Holiday

The library will remain open on Election Day on Tuesday, November 3.

4. Reschedule of November 2020 Library Board Meeting

The November Library Board Meeting will take place on the original scheduled date of Thursday, November 12.

J. Executive Session

Appointment, employment, compensation, discipline, performance or dismissal of specific employee of Public Body

A MOTION was made by Karen Lima and seconded by Diane Morioka to go into Executive Session at 7:28 p.m. Motion carried unanimously

Roll Call:

Present: Diana Caffero, Audrey Fanselow, Earl Gilpin, Karen Lima, Diane Morioka,
Daniel Sliwicki, Jennifer Yarnell

Also Present: Terri Sheridan, Village Trustee-Library Liaison, Tina J. Setzer, Library Director,
Laura Williams, Assistant Director (remotely via Zoom)

A quorum was present.

K. New Business

1. Library Staff Trustee Holiday Party

A MOTION was made by Karen Lima and seconded by Diane Morioka to postpone the Library Staff Trustee Holiday Party. Motion carried unanimously

2. Library Staff Annual Gift

A MOTION was made by Diana Caffero and seconded by Diane Morioka to approve the staff holiday gift as presented. Motion carried unanimously.

L. Communications

M. Trustee Comments - Non Agenda Items

Treasurer Morioka expressed her concerns regarding the Treasurer's role verifying checks. Director Setzer stated that the check invoices are available at every Library Board meeting for any Library Trustee to review. She will provide additional documents to Treasurer Morioka at the meetings.

Trustee Lima stated that she is still waiting for a response from a Bank regarding the Library's checking account transfer. Director Setzer has met with Chase Bank and will meet with WinTrust.

N. Adjournment

A MOTION was made Jennifer Yarnell and seconded by Karen Lima to adjourn the meeting at 8:12 p.m. Motion carried unanimously.

The next Board Meeting will be November 12, 2020 at 7:00 p.m.

Respectfully submitted,

Jennifer Yarnell

Secretary