

**SCHILLER PARK PUBLIC LIBRARY
BOARD OF DIRECTORS
MINUTES OF THE BOARD MEETING:
November 12, 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 (remotely via Zoom), Audrey Fanselow, Earl Gilpin, Karen Lima, Diane Morioka, Daniel Sliwicki, and Jennifer Yarnell

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

A quorum was present.

D. Approval of Minutes from Previous Meeting

1. Minutes from Executive Session Meeting of October 22, 2020

A MOTION was made by Diane Morioka and seconded by Earl Gilpin to approve the Executive minutes from October 22, 2020. Motion carried unanimously.

2. Minutes from the Regular Meeting of October 22, 2020

A MOTION was made by Karen Lima and seconded by Diane Morioka to approve the Regular minutes from October 22, 2020. Motion carried unanimously.

E. Guest and Public Commentary

F. Financial Report

1. Treasurer's Report November 2020

A MOTION was made by Jennifer Yarnell and seconded by Karen Lima to approve the Treasurer's Report for November 2020 for checks #30508 through #30535 totaling \$49,746.36 from the General Revenue Fund. Motion carried unanimously.

Trustee Morioka asked if the library would need to move budgeted funds if a line item is a negative. President Fanselow and Director Setzer responded that it is not necessary.

G. Librarians Report

1. October 2020 Report

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

Assistant Director Williams stated there was a lot of positive feedback from staff and the community about the Schiller Thriller Parade.

The Creativity-To-Go KITS program for children continues to be a huge success. The library is now offering Teen and Adult craft pick up. The program will be offered monthly with the potential to increase to biweekly if there is community interest.

Free Comic Book Days is taking place November 9 -14 and will be extended through November 21. Patrons have the option to select one of nine comics to be picked up in person or via curbside pickup.

The annual state wide Family Reading Night will take place November 19. To celebrate the event, the library will offer a kit which will include a book, reading activity, bookmarks, and popcorn for patrons to enjoy at home.

Virtual book club will take place on December 12. Participants can register online and obtain the feature book, *A Christmas Carol* via Overdrive.

The library was awarded the Personal Protective Equipment for Illinois Public Libraries grant in the amount of \$500.00.

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. HVAC system

The HVAC system information was submitted to the Village Engineer to put together a closed bid packet.

2. Schiller Thriller Parade Evaluation

Director Setzer stated the parade was a huge success and received positive community feedback. Director Setzer thanked everyone who assisted with the event. The library's Ghoulish Goodie Bag pickup was distributed to 200 participants. The mailings were an issue as well as the parade timing.

The Village Holiday event is scheduled to take place on December 5.

J. Executive Session

K. New Business

1. Library Staff ILA reports

Circulation Supervisor Julia Binkowski presented a report on her first ILA Virtual Conference attendance. She discussed the importance of story times and career services being offered to the community, and suggested the library implement a program for individuals seeking employment.

Trustee Morioka asked if the library has had issues since reopening in regards to the ILA conference attended by Assistant Director Williams. Director Setzer and Assistant Director Williams stated that having a response plan and guidelines have helped with reopening. SWAN will conduct a meeting this month which will discuss COVID closures and changes in services.

L. Communications

1. *Collecting Coronavirus Stories* Article

Assistant Director Williams will research the library having a coronavirus archives where the community can contribute their stories and experiences during the pandemic.

M. Trustee Comments - Non Agenda Items

Trustee Lima shared an article about a chalk walk event hosted by a library.

N. Adjournment

A MOTION was Diane Morioka and seconded by Karen Lima to adjourn the meeting at 7:48 p.m.
Motion carried unanimously.

The next Board Meeting will be Dec. 10th at 7:00 p.m.

Respectfully submitted,

Jennifer Yarnell

Secretary