

**SCHILLER PARK PUBLIC LIBRARY  
WISH LIST COMMITTEE  
MINUTES OF THE MEETING:  
February 25, 2021**

*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 6:30 p.m.

**B. Roll Call:**

Present: Audrey Fanselow, Library Board President, Earl Gilpin, Library Trustee, Diane Morioka, Library Treasurer

Also Present: Tina J. Setzer, Library Director via Zoom, Laura Williams, Assistant Director

**C. Guest and Public Commentary**

None

**D. Creation of Wish List for FY 2021-22**

Assistant Director Williams presented the committee with copies of the updated Schiller Park Library's Wish List for 2021-22 with the inclusion of the staff suggestions from 2021. The committee discussed the wish list process and the importance of prioritizing the items for inclusion in the library budget process. The committee decided to prioritize the following projects for 2021-22: Update HVAC System, Upgrade Parking Lot Lights, Computer Lab Signup and Group Chat Software, Update Staff Breakroom, New Book Sale Shelves, Self-Serve Fax/Scan Station, Nintendo Switch for Programs, USB Camera for Programs, Projector and Smart Board for Meeting Space, Laptop/Tablet for Mobile Checkout.

A 2021-22 Wish List will be created and distributed in the March Board packet.

**E. Adjournment**

A MOTION was made by Diane Morioka and seconded by Earl Gilpin to adjourn the meeting at 6:55 p.m. Motion carried unanimously.

**SCHILLER PARK PUBLIC LIBRARY  
BOARD OF DIRECTORS  
MINUTES OF THE BOARD MEETING:  
February 25, 2021**

*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, and Jennifer Yarnell

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

A quorum was present.

**D. Approval of Minutes from Previous Meeting**

**1. Minutes from Regular Meeting January 28, 2021**

A MOTION was made by Diana Morioka and seconded by Daniel Sliwicki to approve the minutes  
from January 28, 2021. Motion carried unanimously.

**E. Guest and Public Commentary**

None

**F. Financial Report**

**1. Treasurer's Report February 2021**

A MOTION was made by Jennifer Yarnell and seconded by Diane Morioka to approve the  
Treasurer's Report for February 2021 for checks #30591 through #30614 totaling #77,997.41  
from the General Revenue Fund. Motion carried unanimously.

**G. Librarians report**

**1. Librarian's Report January 2021**

A MOTION was made by Karen Lima and seconded by Daniel Sliwicki to approve the Librarian's  
Report for January 2021. Motion carried unanimously.

The Library will reopen for Express Services beginning Monday, March 1 and continue Curbside  
Pickup Services.

**2. Annual Library Certification**

Director Setzer submitted the Annual Library Certification as required by the Illinois State library  
for system membership.

**H. Committee Reports**

The Wish List Committee meeting took place this evening and all items for inclusion will be  
reviewed at the March 2021 Board meeting.

**I. Old Business**

**1. HVAC Bid Acceptance**

The Library received a single bid at the HVAC closed bid opening on February 10. Treasurer Morioka inquired if the Library could contact additional vendors for quotes now. President Fanselow stated that the Library would have to perform another closed bid process in order to consider any additional bids. A MOTION was made by Diane Morioka and seconded by Jennifer Yarnell to approve the HVAC bid. Motion carried unanimously.

**2. Village Easter Event**

The Village parade will take place on Saturday, April 3. Trustee Yarnell presented an update from the Village parade event committee meeting.

**J. Executive Session**

**1. To Conduct a Review of Closed Session Minutes**

No closed session minutes to be reviewed.

**K. New Business**

**1. Action of Review of Closed Session Minutes**

No closed session minutes to be reviewed.

**L. Communications**

**1. 2021 ALA Virtual Conference**

The ALA Annual Conference and Exhibition will take place virtually June 23 - 29. Early registration begins March 1.

**2. Lukis Family Thank You Letter**

**M. Trustee Comments - Non Agenda Items**

Trustee Fanselow will attend the March meeting via Zoom.

**N. Adjournment**

A MOTION was made by Earl Gilpin and seconded by Diana Morioka to adjourn the meeting at 7:35 p.m. Motion carried unanimously

**O. The next Board Meeting will be March 25 2021 at 7:00 p.m.**

Respectfully submitted,

*Jennifer Yarnell*

Secretary