

**SCHILLER PARK PUBLIC LIBRARY
BUDGET AND FINANCE COMMITTEE
MINUTES MEETING:
MARCH 25, 2021**

This meeting is being held in accordance with State of Illinois Executive Order 2020-07 Section 6.

A. CALL TO ORDER:

Meeting called to order at 6:20 p.m.

B. ROLL CALL:

Present: Audrey Fanselow, Library Board President via Zoom, Diana Caffero, Library Board Vice President, and Diane Morioka, Library Board Treasurer via Zoom

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

C. GUEST AND PUBLIC COMMENTARY

None

D. BUDGET REVIEW

Director Setzer presented the committee: the proposed Schiller Park Library's FY 2021-22 Budget, the Library's portion of the Village of Schiller Park's 2021-22 Levy, and the proposed Schiller Park Library's FY 2021-22 Working Budget.

Library Director Setzer explained the budget line item by line item. Director Setzer stated that the items selected for inclusion were based on the recommendations of the Wish List Committee. The staff salary schedule was evaluated and new document was created and presented by Director Setzer and Assistant Director Williams. The Staff Salary evaluation was necessary due to: Director Setzer's retirement; Increase in the State's minimum wage; and the recommendation of the Illinois State Library's standards.

Ms. Setzer was directed to create a final draft of the 2021-22 Budget based on the recommendations of the Budget and Finance Committee which will be distributed in the April Board Packet for board approval. The approved Budget will then be given to the Village of Schiller Park's Finance Assistant to be included with the Village's Final Budget.

E. Adjournment

A MOTION by Diane Morioka seconded by Diana Caffero to adjourn the meeting at 6:41 p.m. Motion carried unanimously.

**SCHILLER PARK PUBLIC LIBRARY
BOARD OF DIRECTORS
MINUTES OF THE BOARD MEETING:
March 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

A motion was made by Earl Gilpin and seconded by Daniel Sliwicki for Vice President Diana Caffero to serve as Acting President. Motion carried unanimously.

C. Roll Call:

Present: Diana Caffero, Audrey Fanselow via Zoom, 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, Julia Binkowski, Circulation Supervisor

A quorum was present.

D. Approval of Minutes from Previous Meetings

1. Minutes from Regular Meeting of February 25, 2021

A MOTION was made by Karen Lima and seconded by Jennifer Yarnell to approve the minutes from February 25, 2021. Motion carried unanimously.

2. Minutes from Wish List Meeting of February 25, 2021

A MOTION was made by Earl Gilpin and seconded by Jennifer Yarnell to approve the Wish List Meeting minutes from February 25, 2021. Motion carried unanimously.

E. Guest and Public Commentary

Village Mayor Nick Caiafa

F. Financial Report

1. Treasurer's Report March 2021

A MOTION was made by Karen Lima and seconded by Earl Gilpin to approve the Treasurer's Report for March 2021 for checks #30615 through #30646 totaling \$70,031.51 from the General Revenue Fund. Motion carried unanimously.

G. Librarians report

1. Librarian's Report February 2021

A MOTION was made by Jennifer Yarnell and seconded by Karen Lima to approve the Librarian's Report for February 2021. Motion carried unanimously.

Assistant Director Williams stated National Library Week is being celebrated April 4-April 10.

Activities planned include: book mobile virtual scavenger hunt, virtual guessing jar, and a treat bag for all new library card applicants.

2. Per Capita Grant

Assistant Director Williams discussed the application process for the Per Capita Grant. The Per Capita Grant 2020 was recently awarded to the Library in the amount of \$14,000.

H. Committee Reports

The Budget and Finance Committee Meeting took place this evening.
The Wish List FY2021-22 was reviewed.

I. Old Business

1. HVAC Update

Director Setzer confirmed the HVAC contract was awarded and work began on March 24. The chiller will be shipped on May 15 and is expected to arrive the following week.

***Treasurer Morioka entered the meeting at 7:13 p.m.**

2. Village Easter Event

Secretary Yarnell reviewed the progress of preparation for the Village event. The Village "Eggstravaganza" Parade will take place on Saturday, April 3 at 10:00 AM with the participation of the Village of Schiller Park, Library, Recreation Department, and School District 81.

J. Executive Session

None

K. New Business

1. April 2021 Library Board Meeting

A MOTION was made by Jennifer Yarnell and seconded by Diane Morioka to change the April 2021 Library Board meeting to April 15 at 6:00 p.m. Motion carried unanimously.

L. Communications

1. Statement of Economic Interest Filing Reminder
2. Leyden Family Service Food Pantry Update
3. Schiller Park Senior Services/Leyden Family Services CCDPH Vaccine Registration Assistance
4. Tax Counseling Services for Schiller Park Seniors

M. Trustee Comments - Non Agenda Items

None

N. Adjournment

A MOTION was made by Diana Caffero and seconded by Jennifer Yarnell to adjourn the meeting at 7:27pm. Motion carried unanimously

O. The next Board Meeting will be April 15, 2021 at 6:00 p.m.

Respectfully submitted,

Jennifer Yarnell

Secretary