

**SCHILLER PARK PUBLIC LIBRARY
BOARD OF DIRECTORS
MINUTES OF THE BOARD MEETING: SEPTEMBER 27, 2012**

CALL TO ORDER

President Stachura called the meeting to order at 7:03 p.m.

ROLL CALL

Present: Catherine Stachura, Carrie Jordan, Sandra Rosario, Mary Tedei, Malgorzata Rostecka and Barbara Piltaver and Tina Setzer, Library Director.

Absent: Ellen Melnitzke, Carrie Jordan.

President Stachura declared a quorum was present.

President Stachura appointed Mary Tedei, Acting Secretary.

MINUTES

A MOTION was made by Barbara Piltaver and seconded by Catherine Stachura, to approve the minutes of August 23, 2012, with changes to the 2013 Holiday Schedule and Board Meeting Schedule.

The motion was approved unanimously.

FINANCIAL REPORT

A MOTION was made by Sandra Rosario and seconded by Malgorzata Rostecka, to approve the Treasurer's Report for September 2012, for checks 26322 through 26368, totally \$69,095.82 from the General Revenue Fund.

Motion carried unanimously.

President Stachura stated that a meeting with the Village Manager was scheduled for October 1st to discuss concerns addressed by the Library Trustees at previous meetings.

LIBRARIANS REPORT

A MOTION was made by Malgorzata Rostecka and seconded by Barbara Piltaver, to accept the Librarians Report for September 2012.

Motion carried unanimously.

PER CAPITA GRANT

A MOTION was made by Sandra Rosario and seconded by Malgorzata Rostecka, to approve the Per Capita Grant Application.

Motion carried unanimously.

Mrs. Piltaver asked what the amount of Library's last Per Capita Grant and how it was expended.

Ms. Setzer referred the Trustees to the disbursement page of the grant application to answer the question.

COMMITTEE REPORTS

Budget and Finance – No Meeting, No Report.

Planning and Policy-A meeting with President Stachura and Mrs. Rostecka was held on September 24, 2012. At the meeting, Ms. Setzer distributed copies of the Library's current Facilities Use Policy and Internet Access Policy, as well as, sample policies from other libraries. Mrs. Stachura stated that a staff member would be present at a future meeting to present staff

suggestions regarding those policies. Ms. Rosario expressed her concerns that policy development is a joint function of the Board and the Library Director. Ms. Setzer confirmed that that she is responsible for writing library policy but does receive input from the Management Team (Ms. Williams and Ms. Elgin).

Operations-No Meeting, No Report.

Employee Relations- No Meeting, No Report.

Communication – None.

Wish List-No Meeting, No Report.

GUESTS & PUBLIC COMMENTARY

None.

EXECUTIVE SESSION

None.

NEW BUSINESS

None.

COMMUNICATIONS

None.

MEETING ROOM APPLICATION

None.

ADJOURNMENT

A MOTION was made by Sandra Rosario and seconded by Malgorzata Rostecka to adjourn the meeting. Motion carried unanimously. The meeting adjourned at 7:29 p.m.

The next Board Meeting will be Thursday, October 25th at 7:00 p.m. in the Lower Level of the Library.

Respectfully submitted,

Mary Tedei
Acting Secretary