

**SCHILLER PARK PUBLIC LIBRARY  
BOARD OF DIRECTORS  
MINUTES OF THE BOARD MEETING:  
THURSDAY, August 22, 2013**

**CALL TO ORDER**

President Stachura called the meeting to order at 7:00pm.

**ROLL CALL**

Catherine Stachura, Jennifer Jones, Carrie Jordan, Ellen Melnitzke, Sandra Rosario, Mary Tedei. Tina J Setzer, Library Director. Absent: Carrie Jordan, Malgorzata Rostecka. A quorum was present.

**MINUTES**

A MOTION was made by Mary Tedei and seconded Jennifer Jones by to approve the minutes of June 20, 2013. Motion carried.

**OLD BUSINESS**

Parking Lot Construction Project – Sandra Rosario spoke with Ken Barr, Schiller Park Village Manager and Mr Barr contacted Director Setzer to discuss further. CR&A submitted estimates for the Site Topographic Survey of \$2,772.00 and the Design and Plan Preparation \$4,140.00. Total Estimated Construction Cost is \$60,000. Trustee Rosario said that was extremely excessive and suggested we should take RFP on our own.

**FINANCIAL REPORT**

A MOTION was made by Sandra Rosario, and seconded by Mary Tedei to approve the Treasurer's Report for July, 2013, for checks #26823 through #26868 totaling \$63,188.91 from the General Revenue Fund. Motion carried.

A MOTION was made by Ellen Melnitzke, and seconded by Sandra Rosario to approve the Treasurer's Report for August, 2013, for checks #26869 through #26917. Motion carried.

A MOTION was made by Mary Tedei and duly second by Ellen Melnitzke to change the Library's bank account over to Charter One. Discussion ensued: Director Setzer reported that if the Library would move over to Charter One, the process would be: the Library would be under the Village' master account but would have its own signatures, i.e. the Village would not be able to write checks on the library's account. Currently, the Village does not receive interest on its accounts, however, it also does not pay any fees except for extraordinary items like outgoing wire transfers. I have no guarantee on how long the Village will continue to not pay any fees, but moving the account will be free except for cost of checks. The Library's account would have positive pay and ACH positive pay, which is no person can deduct cash by ACH from the account unless authorized.) Finally, the Library would have online access to its account. This online access will allow among other items, for seeing balances, ending in positive pay files, and resolving positive pay issues. Motion carried.

### **LIBRARIAN'S REPORTS**

A MOTION was made by Mary Tedei and seconded by Sandra Rosario, to accept the Librarian's Report of June, 2013. Motion carried.

A MOTION was made by Ellen Melnitzke and seconded by Sandra Rosario, to accept the Librarian's Report of July, 2013. Motion carried.

A patron was late returning the DVD and complained about our \$2.00 late fee. The consensus of the board was that our late fee is fair (and is usually waved for a child's first offense).

### **COMMITTEE REPORTS**

Planning & Policy – Meets in September and President Stachura suggested setting up a date after tonight's meeting.

Communications - Chair Rosario read a letter dated 21<sup>st</sup>, thanking the Library for its honest, helpful, and hard work in the community. Shacarra Westbrooks lost important documents, which our staff found, and returned them to her. Kudos to Rakell Rivera for her help.

Wish List – Chair Jones brought up a drive-through drop box. Director Setzer will check it cost to put it in the back. Another suggestion is to quiet the drop box with foam on the inside of the box. The other thing at the ALA had a printer that would accept emails sent from home/work and you would possibly use a code coming to the library to retrieve/print out the document.

Sandra Rosario asked if she could have administrative accessibility to be able to add to the Library's Facebook page. Permission was given by President Stachura.

### **NEW BUSINESS**

Annual Medical Insurance Review - Director Setzer received a notice from Blue Cross/Blue Shield on the Affordable Care Act Information. Temporary reinsurance program(s) Federal regulations establish the fee at \$5.25 per member, per month for 2014. They estimate this adjustment will affect billed premiums across the board to approximately 4%. This is pending the completion of the State Department of Insurance's review of our 2014 rates. Sandra reported the village is staying with Blue Cross/Blue Shield.

Director Setzer distributed medical insurance quotes from Matsock Insurance & Financial Services, from our current carrier Blue Cross/Blue Shield, Humana, and Aetna. After discussed ensued, A MOTION was made by Ellen Melnitzke, and duly seconded by Mary Tedei, to continue with Blue Cross/Blue Shield, using Option 1, their bid being \$34,793.64.

Trustee Mary Tedei announced she is moving to Batavia and is leaving the board, effective immediately. President Stachura, Library Director Setzer and the entire Library Board expressed their gratitude for her many years of dedicated service to the Schiller Park Public Library. She will be missed by all.

#### COMMUNICATIONS

President Stachura noted that a Meeting Room Application was received from the Girl Scouts Brownies and Daisies. They want to use the room from September 5, 2013 through May 29, 2014, from 6-7:15pm the first and third Thursdays of each month.

A MOTION was made by Sandra Rosario and duly seconded by Mary Tedei to approve the Meeting Room Application from the Girl Scouts Brownies and Daisies. Motion carried.

Trustee Rosario commented that Domingo's landscaping of the library are beautiful. She also asked if the board packet could be emailed to her.

#### ADJOURNMENT

A MOTION was made by Mary Tedei and duly seconded by Jennifer Jones to adjourn the meeting. Motion carried. The meeting was adjourned at 7: 50pm.

The next Library Board Meeting will be Thursday, September 26, 2013, at 7pm in the Lower Level of the Library.

Respectfully submitted,

*Ellen Melnitzke*

Ellen Melnitzke

Secretary

Mydocs/library board/minutes August , 2013