

**SCHILLER PARK PUBLIC LIBRARY  
BOARD OF DIRECTORS  
MINUTES OF THE BOARD MEETING:  
THURSDAY, OCTOBER 29, 2013**

**CALL TO ORDER**

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

**ROLL CALL**

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

**MINUTES**

A MOTION was made by Malgorzata Rostecka and seconded by Sandra Rosario, to approve the minutes of September 26, 2013, as amended. Motion carried.

**OLD BUSINESS**

Drive Up Book Drop – Director Setzer started discussion on where we could put a drop box (container or in wall.) Estimates were included in the board packets. This discussion was tabled until our November meeting. We will meet upstairs beforehand and walk the property.

**FINANCIAL REPORT**

A MOTION was made by Malgorzata Rostecka, and seconded by Ellen Melnitzke to approve the Treasurer's Report for October, 2013, for checks #26968 through #27012 totaling \$65,240.89 from the General Revenue Fund. Motion carried.

**LIBRARIAN'S REPORTS**

A MOTION was made by Sandra Rosario and seconded by Jennifer Jones to accept the Librarian's Report of September, 2013. Motion carried.

**COMMITTEE REPORTS**

Planning & Policy – The committee will review material selection, bulletin board counter give-a-ways, reference in the meeting room, and amend the personnel policy, as recommended by the employee relations committee.

Communications – Chair Rostecka read the following comments: to have more movies. Director Setzer will check into a projector to show movies on the screen in the meeting room. Currently we are using the VCR in the TV and we've had as many as 30 patrons watching a movie!

Director Setzer suggested creating an extensive library survey, including if we should be open on Sunday's. Trustee Rosario offered putting it on the Village's website. The timeline decided on was February 2014.

### **EXECUTIVE SESSION**

President Stachura called the Executive Session to order at 7:27pm. Director Setzer left the room. The board came out of Executive Session at 7:42pm and resumed the meeting, calling back Director Setzer.

### **NEW BUSINESS**

Appointment of Library Trustee - A MOTION was made by Ellen Melnitzke and seconded by Jennifer Jones to appoint Leticia Dominguez to the library board. Motion carried. Director Setzer will send a letter to Leticia announcing her appointment and to the other candidates thanking them for their submissions.

Library Board Meeting Dates - A MOTION was made by Malgorzata Rostecka and seconded by Sandra Rosario to approve the library board meeting dates for 2014. Motion carried.

Library Holidays 2014 – A MOTION was made by Malgorzata Rostecka and seconded by Ellen Melnitzke to approve the Library Holidays 2014. Motion carried.

Staff/Trustee Holiday Party – Discussion ensued. It was decided to have the Holiday Party after our board meeting on Thursday, December 12. A MOTION was made by Ellen Melnitzke and seconded by Sandra Rosario to have our party after our board meeting on December 12, outside the library, not to exceed \$1,000.00. Motion carried.

Staff Holiday Gift – A MOTION was made Malgorzata Rostecka and seconded by Ellen Melnitzke to give the library staff a holiday gift of: Over ten years - \$75; over five years - \$50, under five years - \$25, Director Setzer - \$200. They will be gift cards. Motion carried.

### **ADJOURNMENT**

A MOTION was made by Sandra Rosario and duly seconded by Catherine Stachura to adjourn the meeting. Motion carried. The meeting was adjourned at 8:12pm.

The next Library Board Meeting will be Thursday, November 21, 2013, at 7pm in the Lower Level of the Library.

Respectfully submitted,

*Ellen Melnitzke*

Ellen Melnitzke  
Secretary