

**SCHILLER PARK PUBLIC LIBRARY
BOARD OF DIRECTORS
MINUTES OF THE BOARD MEETING:
October 28, 2021**

A. Call to Order:

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

B. Pledge of Allegiance

C. Roll Call:

Present: Diana Caffero, Earl Gilpin, Karen Lima, Diane Morioka,
Daniel Sliwicki, and Jennifer Yarnell

Also Present: Terri Sheridan, Village Trustee-Library Liaison, Laura Williams, Interim Director,
Guadalupe Rodriguez, Circulation Director

Absent: Audrey Fanselow

A quorum was present.

D. Approval of Minutes from Previous Meetings

1. Minutes from Regular Meeting of September 23, 2021

A MOTION was made by Karen Lima and seconded by Diane Morioka to approve the minutes from September 23, 2021. Motion carried unanimously.

2. Executive Session Minutes from Regular Meeting of September 23, 2021

A MOTION was made by Earl Gilpin and seconded by Karen Lima to approve the Executive Session minutes from September 23, 2021. Motion carried unanimously.

E. Guest and Public Commentary

Village Trustee-Library Liaison Sheridan thanked the library for participating in the community Halloween parade on Saturday.

F. Financial Report

1. Treasurer's Report October 2021

A MOTION was made by Jennifer Yarnell and seconded by Diane Morioka to approve the Treasurer's Report for October 2021 for checks #30834 through #30868 totaling \$79,427.86 from the General Revenue Fund. Motion carried unanimously.

G. Librarians report

1. Librarian's Report September 2021

A MOTION was made by Earl Gilpin and seconded by Karen Lima to approve the Librarian's Report for September 2021. Motion carried unanimously.

Interim Director Williams shared a letter from Steve Metzger, author of the September Story Walk book which shared his new children's graphic novel series coming out in Fall 2022.

Circulation Director Rodriguez conducted a presentation which featured highlights of the new Aspen catalog scheduled to go live March 2022.

Committees Reports

1. Planning and Policy

- a. Interlibrary Loan Policy - 2nd Reading
A MOTION was made by Earl Gilpin and seconded by Dan Sliwicky to approve the Interlibrary Loan Policy as presented. Motion carried unanimously.
- b. Use of Library Facilities/Code of Conduct Policy - 1st Reading
Trustee Lima asked about the statement, *Enter the Library without shoes or appropriate attire* listed under unacceptable behaviors. A discussion ensued regarding appropriate attire.

H. Old Business

1. Halloween Program

The Schiller Thriller Parade will take place on Saturday, October 30 at 10:00 a.m. Vehicle decorating volunteers will meet on Friday, October 29 at the Village. Halloween treat bags will be distributed curbside at the library on Friday, October 29 and Saturday, October 30 from 1:00 p.m. - 4:00 p.m. The Trunk or Treat event at Kennedy School will take place on Monday, November 1, from 4:30 p.m. - 6:00 p.m.

I. Executive Session

None

J. New Business

1. Library Staff/Trustee Holiday Party

A MOTION was made by Karen Lima and seconded by Earl Gilpin to approve the cost of the Staff/Trustee Holiday Party not to exceed \$500.00. Motion carried unanimously.

2. Library Staff Annual Gift

Interim Director Williams distributed a recommended holiday staff gift list.

A MOTION was made by Diane Morioka and seconded by Jennifer Yarnell to approve the staff holiday gift as presented. Motion carried unanimously.

Trustee Lima and Trustee Caffero suggested staff celebrating their anniversary be presented with a certificate of recognition.

K. Communications

1. Illinois State Library Grant Award Letter

The library was awarded the Illinois State Library Expanding Digital Inclusion: Transforming Library Services grant in support of the Technology Lending Program.

L. Trustee Comments - Non Agenda Items

None

M. Adjournment

A MOTION was made by Karen Lima and seconded by Diane Morioka to adjourn the meeting at 7:52 p.m. Motion carried unanimously.

N. The next Board Meeting will be November 11, 2021 at 7:00 p.m.

Respectfully submitted,

Jennifer Yarnell

Secretary