

**SCHILLER PARK PUBLIC LIBRARY
WISH LIST COMMITTEE
MEETING MINUTES:
FEBRUARY 24, 2022**

A. Call to Order:

President Fanselow called the meeting to order at 6:33 p.m.

B. Roll Call:

Present: Audrey Fanselow, Earl Gilpin, and Diane Morioka

Also Present: Laura Williams, Interim Library Director, Joanna Lukis, Programs Director

C. Guest and Public Commentary

None

D. Creation of Wish List for FY 2022-23

Interim Director Williams presented the committee with copies of the updated Schiller Park Library's Wish List for 2022-23 with the inclusion of the staff suggestions from 2022. The committee discussed the wish list process and the importance of prioritizing the items for inclusion in the library budget process.

The committee prioritized the following projects for 2022-23: upgrade parking lot lights, restripe parking lot, added power outlets in Adult Room, updated sound system for projector, vending machine of supplies, OPACS added at end panels, replace workroom windows, disc repair machine, projector and smart board for meeting space, scanners at public service desks, update staff breakroom.

A 2022-23 wish list will be created and distributed in the March Board packet.

E. Adjournment

A MOTION was made by Earl Gilpin and seconded by Diane Morioka to adjourn the meeting at 7:05 p.m. Motion carried unanimously.

**SCHILLER PARK PUBLIC LIBRARY
BOARD OF DIRECTORS
MINUTES OF THE BOARD MEETING:
February 24, 2022**

A. Call to Order:

President Fanselow called the meeting to order at 7:10 p.m.

B. Pledge of Allegiance

C. Roll Call:

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

Also Present: Terri Sheridan, Village Trustee-Library Liaison, Laura Williams, Interim Director,
Joanna Lukis, Programs Director

A quorum was present.

D. Approval of Minutes from Previous Meetings

1. Minutes from Regular Meeting of January 27, 2022

A MOTION was made by Karen Lima and seconded by Diane Morioka to approve the minutes from January 27, 2022. Motion carried unanimously.

**2. Minutes from Library Director Hiring Committee of February 7, February 16, &
February 19, 2022**

A MOTION was made by Jennifer Yarnell and seconded by Diane Morioka to approve the Library Director Hiring Committee minutes from February 7, February 16, & February 19, 2022. Motion carried unanimously.

**3. Executive Minutes from Library Director Hiring Committee of February 7, February 16, &
February 19, 2022**

A MOTION was made by Karen Lima and seconded by Diane Morioka to approve the Library Director Hiring Committee Executive minutes from February 7, February 16, & February 19, 2022. Motion carried unanimously.

E. Guest and Public Commentary

None

F. Financial Report

1. Treasurer's Report February 2022

A MOTION was made by Diana Caffero and seconded by Earl Gilpin to approve the Treasurer's Report for February 2022 for checks #30954 through #30982 totaling \$84,983.96 from the General Revenue Fund. Motion carried unanimously.

Trustee Morioka inquired about the negative percentage remaining for Professional Services. Interim Director Williams discussed the recent addition of the HR Source professional service.

G. Librarians report

1. Librarian's Report January 2022

A MOTION was made by Jennifer Yarnell and seconded by Diana Caffero to approve the Librarian's Report for January 2022. Motion carried unanimously.

The Library will update the mask requirements to recommended, but not required upon Governor Pritzker lifting the Illinois mask mandate.

Interim Director Williams and Programs Director Lukis have been working with Parks and Recreation Director Randy Splitt to offer collaborative programming in the summer.

Programs Director Lukis stated the library will resume in person story time and additional programming beginning in April. In addition to the craft pickup and virtual programming, the library will offer a drop in leprechaun trap kit and scavenger hunt in March.

H. Committees Reports

1. Planning and Policy

a. Materials Selection Policy – 1st Reading

Trustee Fanselow suggested *Library* be unified throughout the policy. Trustee Fanselow suggested the removal of a duplicate sentence. Trustee Caffero inquired about a statement written in the policy regarding the Library Board responsibilities.

The Wish List Committee meeting took place this evening and the items for inclusion were reviewed. The 2022-23 wish list will be created and distributed at the March 2022 Board meeting.

I. Old Business

1. Trustee Attendance ALA Conference

The Library Board of Trustees discussed Library Trustee attendance at the annual American Library Association Conference in June 2022.

A MOTION was made by Diane Morioka and seconded by Earl Gilpin to approve Vice President Caffero and Trustee Lima to attend the annual American Library Association Conference in June 2022 with travel expenses not to exceed \$2,500 per trustee. Motion carried unanimously.

J. Executive Session

To Conduct Review of Closed Session Minutes

A MOTION was made by Jennifer Yarnell and seconded by Karen Lima to enter Executive Session at 8:01 p.m. Motion carried unanimously.

Return from Executive Session at 8:06 p.m.

Roll Call:

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

Also Present: Terri Sheridan, Village Trustee-Library Liaison, Laura Williams, Interim Director, Joanna Lukis, Programs Director

A quorum was present.

K. New Business

1. Action of Review of Closed Session Minutes

A MOTION was made by Jennifer Yarnell and seconded by Diane Morioka to keep the minutes of the Executive Session of the Schiller Park Public Library Board from August 2021 – January 2022 remained closed to the public. Motion carried unanimously.

2. Disposal List for February 24, 2022

A MOTION was made by Diana Caffero and seconded by Karen Lima to approve the disposal list for February 24, 2022. Motion carried unanimously.

3. Village Easter Event

The Village parade will take place on Saturday, April 16.

L. Communications

1. New Statement of Economic Interest Form

Interim Director Williams distributed a sample of the Statement of Economic Interest form.

M. Trustee Comments - Non Agenda Items

A suggestion was made by a patron to purchase the book, *The Art of Encanto*.

N. Adjournment

A MOTION was made by Jennifer Yarnell and seconded by Earl Gilpin to adjourn the meeting at 8:19 p.m. Motion carried unanimously.

O. The next Board Meeting will be March 24, 2022 at 7:00 p.m.

Respectfully submitted,

Jennifer Yarnell

Secretary