

**SCHILLER PARK PUBLIC LIBRARY  
BOARD OF DIRECTORS  
MINUTES OF THE BOARD MEETING:  
April 14, 2022**

**A. Call to Order:**

President Fanselow called the meeting to order at 7:12 p.m.

**B. Pledge of Allegiance**

**C. Roll Call:**

Present: Audrey Fanselow, Diana Caffero, Diane Morioka, Daniel Sliwicki, and Jennifer Yarnell

Also Present: Terri Sheridan, Village Trustee-Library Liaison, Laura Williams, Interim Director, Tina Setzer, Library Consultant

Absent: Earl Gilpin, Karen Lima

A quorum was present.

**D. Approval of Minutes from Previous Meetings**

**1. Minutes from Regular Meeting of March 24, 2022**

A MOTION was made by Diane Morioka and seconded by Diana Caffero to approve the minutes from March 24, 2022. Motion carried unanimously.

**2. Executive Minutes from Regular Meeting of March 24, 2022**

A MOTION was made by Jennifer Yarnell and seconded by Diane Morioka to approve the Executive minutes from March 24, 2022. Motion carried unanimously.

**3. Minutes from the Budget and Finance Committee Meeting of March 31, 2022**

A MOTION was made by Diane Morioka and seconded by Diana Caffero to approve the Budget and Finance Committee minutes from March 31, 2022. Motion carried unanimously.

**E. Guest and Public Commentary**

None

**F. Financial Report**

**1. Treasurer's Report April 2022**

A MOTION was made by Jennifer Yarnell and seconded by Diana Caffero to approve the Treasurer's Report for April 2022 for checks #31032 through #31059 totaling \$70,768.72 from the General Revenue Fund. Motion carried unanimously.

**G. Librarians report**

**1. Librarian's Report March 2022**

A MOTION was made by Diana Caffero and seconded by Daniel Sliwicki to approve the Librarian's Report for March 2022. Motion carried unanimously.

National Library Week took place April 3-9, 2022. The library held a variety of events to celebrate the week.

The Library in collaboration with the Recreation Department designed a coloring page to promote the opening of the Anna Montana Water Park/Memorial Pool.

Trustee Caffero stated how great it is to see children using the activity tables in the Children's World.

**2. Annual Library Certification**

Interim Director Williams submitted the Annual Library Certification as required by the Illinois State Library for system membership.

**3. Student Internship**

Interim Director Williams discussed the library offering college internships for students to gain experience as part of an educational program. An opportunity has been presented for a student intern to volunteer at the library for school credit during the summer. The internship will be a benefit for the library and a great opportunity for the student to gain hands-on experience.

**H. Committees Reports**

**1. Budget and Finance**

**a. Staff Salaries for FY2022-2023**

A MOTION was made by Diana Caffero and seconded by Daniel Sliwicki to approve a 3% salary increase effective May 1, 2022 for all Library staff with the exception of the Library Director. Motion carried unanimously.

Library Consultant Setzer stated the Illinois library standards determine the raise for the year. The Village also proposed a 3% salary increase.

**b. Library Budget for FY 2022-2023**

Library Consultant Setzer discussed the breakdown of the FY 2022-2023 budget and the reasons for any major variances in line items from the previous year's budget.

A MOTION was made by Jennifer Yarnell and seconded by Diana Caffero to approve the Library Budget for FY 2022-2023 as presented. Motion carried unanimously at 8:03pm on April 14, 2022.

**2. Planning and Policy**

**a) Materials Selection Policy – 3<sup>rd</sup> Reading**

A MOTION was made by Diane Morioka and seconded by Diana Caffero to approve the updated Materials Selection Policy. Motion carried unanimously.

**I. Old Business**

**1. Village Easter Event**

The Village parade will take place Saturday, April 16. Interim Director Williams reminded all volunteers to arrive at 9:30 a.m.

**J. Executive Session**

**1. To discuss appointment, employment, leave, resignation, compensation, discipline, performance or dismissal of specific employees of library.**

A MOTION was made by Diana Caffero and seconded by Diane Morioka to enter Executive Session at 8:12 p.m. Motion carried unanimously.

Return from Executive Session at 8:21 p.m.

**Roll Call:**

Present: Audrey Fanselow, Diana Caffero, Diane Morioka, Daniel Sliwicki, and Jennifer Yarnell

Also Present: Terri Sheridan, Village Trustee-Library Liaison, Laura Williams, Interim Director, Tina Setzer, Library Consultant,

Absent: Earl Gilpin, Karen Lima

A quorum was present.

**K. New Business**

**1. Approval of Library Director Contract**

A MOTION was made by Diane Morioka and seconded by Daniel Sliwicki to approve the Library Director Contract for Fiscal Year 2022-2023 as discussed. Motion carried unanimously.

**2. Non Resident Library Card for FY 2022-23**

A MOTION was made by Diana Caffero and seconded by Jennifer Yarnell to approve the Non Resident Library Card Policy for FY 2022-2023 as presented. Motion carried unanimously.

**L. Communications**

**1. FOIA Request 032422**

Request submitted on March 24, 2022 - response March 28, 2022.

**M. Trustee Comments - Non Agenda Items**

Trustee Fanselow commented on how nice the Recreation Department post card mailed to Village residents was which included a QR code for events. Trustee Sliwicki stated he has created a QR code previously and would be able to assist for the Library.

**N. Adjournment:**

A MOTION was made by Jennifer Yarnell and seconded by Diane Morioka to adjourn the meeting at 8:31 p.m. Motion carried unanimously.

**O. The next Board Meeting will be May 26, 2022 at 7:00 p.m.**

Respectfully submitted,

*Jennifer Yarnell*

Secretary