

**SCHILLER PARK PUBLIC LIBRARY
BOARD OF DIRECTORS
MINUTES OF THE BOARD MEETING:
August 25, 2022**

A. Call to Order:

President Fanselow called the meeting to order at 7:07 p.m.

B. Pledge of Allegiance

C. Roll Call:

Present: President Audrey Fanselow; Vice President Diana Caffero; Treasurer Diane Morioka; Secretary Jennifer Yarnell; Trustee Earl Gilpin; Trustee Karen Lima; Trustee Daniel Sliwicki.

Also Present: Terri Sheridan, Village Trustee-Library Liaison; Valerie Marshall, Library Director; Laura Williams, Deputy Library Director.

A quorum was present.

D. Approval of Minutes from Previous Meetings

1. Minutes from Regular Meeting of July 28, 2022

A MOTION was made by Trustee Caffero and seconded by Trustee Morioka to approve the minutes from July 28, 2022. Motion carried unanimously.

Trustee Lima noted a name error on the minutes which Director Marshall will correct prior to posting the minutes for the public.

E. Guest and Public Commentary

F. Financial Report

1. Treasurer's Report August 2022

A MOTION was made by Trustee Yarnell and seconded by Trustee Morioka to approve the Treasurer's Report for August 2022 for checks #31163 through #31188 totaling \$33,053.93 from the General Revenue Fund. Motion carried unanimously.

Trustee Morioka mentioned she likes the layout of the financial report but still needs an Excel spreadsheet to approve outgoing checks.

Trustee Lima asked about a reissued check from July 2022. Treasurer Morioka explained and has corrected the reason the check was reissued.

G. Director's report

1. Director's Report July-August 2022

A MOTION was made by Trustee Lima and seconded by Trustee Gilpin to approve the Director's Report for July – August 2022. Motion carried unanimously.

Director Marshall verbally added the following items to the Director's Report:

- Vendor Baker and Taylor has been hacked and the library cannot currently order or process materials from them until the vendor regains access to their own systems. No time frame has been communicated for business to resume with this vendor.
- Police were called due to a disruptive patron in the library. The disruption was resolved peacefully and without further incident.

- Director Marshall and Programs Manager Lukis attended the open house for Greater Family Health in Franklin Park, and plan to ask them to host an information table at the library.
- Trustee Gilpin asked where \$1,121 of revenue marked as “Miscellaneous” in the July 2022 Director’s Library Statistics report came from. Director Marshall reported this income came from non-resident library cards being renewed.

H. Committee Reports

I. Old Business

1. Non Resident Library Card Policy Consideration

A MOTION was made by Trustee Caffero and seconded by Trustee Yarnell to maintain the current Non Resident Library Card Policy with no changes. Motion carried 6-to-1. Trustee Morioka voted against.

J. Executive Session

To Conduct Review of Closed Session Minutes

A MOTION was made by Trustee Caffero and seconded by Trustee Lima to enter Executive Session at 7:26p.m. Motion carried unanimously.

Return from Executive Session at 7:37p.m.

Roll Call:

Present: President Audrey Fanselow; Vice President Diana Caffero; Treasurer Diane Morioka; Secretary Jennifer Yarnell; Trustee Earl Gilpin; Trustee Karen Lima; Trustee Daniel Sliwicki.

Also Present: Terri Sheridan, Village Trustee-Library Liaison, Valerie Marshall, Library Director, Laura Williams, Deputy Library Director

A quorum was present.

K. New Business

1. Action of Review of Closed Session Minutes

A MOTION was made by Trustee Yarnell and seconded by Trustee Morioka to keep the minutes of the Executive Sessions of the Schiller Park Public Library Board from February 2022 – July 2022 closed to the public. Motion carried unanimously.

2. 2023 Holidays

A MOTION was made by Trustee Morioka and seconded by Trustee Gilpin to approve the 2023 holiday calendar. Holidays added to the calendar include Juneteenth, Veteran’s Day and the Saturday after Thanksgiving. Motion carried unanimously.

3. 2023 Board Meetings

A MOTION was made by Trustee Lima and seconded by Trustee Morioka to approve the 2023 Board Meeting calendar. Board meetings will be held on the 2nd Thursday of each month at 7pm with two exceptions: The Board will meet Monday, April 3rd, 2023 at 6pm to discuss the Budget; and the Board will meet the first Thursday in December (December 7, 2023) at 7pm to discuss the Levy. Motion carried unanimously.

4. Spending Authorization Policy

A MOTION was made by Trustee Morioka and seconded by Trustee Lima to approve the Spending Authorization Policy as proposed by Director Marshall. Vote was unanimous against; motion failed.

The creation of a Spending Authorization Policy was referred to the policy committee.

5. Seal Coating of Parking Lots

A MOTION was made by Trustee Caffero and seconded by Trustee Morioka to delay seal coating the library's parking lots until Spring 2023 and/or until the FDC pipe project is resolved. Motion carried unanimously.

6. Maintenance Contract Proposal

A MOTION was made by Trustee Caffero and seconded by Trustee Gilpin to approve the maintenance services proposal from vendor ACCMG. Motion carried unanimously.

L. Communications

M. Trustee Comments - Non Agenda Items

N. Adjournment

A MOTION was made by Trustee Yarnell and seconded by Trustee Morioka to adjourn the meeting at 9:02p.m. Motion carried unanimously.

O. The next Board Meeting will be September 22, 2022 at 7:00 p.m.

Respectfully submitted,

Jennifer Yarnell

Secretary