

**SCHILLER PARK PUBLIC LIBRARY  
BOARD OF DIRECTORS  
MINUTES OF THE BOARD MEETING:  
September 22, 2022**

**A. Call to Order**

President Fanselow called the meeting to order at 7:04 p.m.

**B. Pledge of Allegiance**

**C. Roll Call**

- a. **Present:** Audrey Fanselow, President; Diana Caffero, Vice President; Diane Morioka, Treasurer; Jennifer Yarnell, Secretary; Trustee Earl Gilpin; Trustee Karen Lima.
- b. **Also Present:** Terri Sheridan, Village Trustee/Library Liaison; Valerie Marshall, Library Director; Laura Williams, Deputy Library Director.
- c. **Absent:** Trustee Daniel Sliwicki.
- d. A quorum was present.

**D. Minutes from Previous Meetings**

**a. Minutes from Regular Meeting of August 25, 2022**

1. MOTION was made by Trustee Lima and seconded by Trustee Gilpin to approve the minutes from the Library Board meeting on August 25, 2022. Motion carried unanimously.

**b. Minutes from Executive Session of August 25, 2022**

1. MOTION was made by Trustee Morioka and seconded by Trustee Gilpin to approve the minutes from the Executive Session on August 25, 2022. Motion carried unanimously.

**c. Minutes from Planning and Policy Committee Meeting of September 15, 2022**

1. MOTION was made by Trustee Caffero and seconded by Trustee Lima to approve the minutes from the Planning and Policy Committee meeting on September 15, 2022. Motion carried unanimously.

**E. Guests and Public Commentary**

- a. Village Trustee Sheridan commented that she is happy that the Library's upcoming Open House is being marketed on all of the Village Marquees.

**F. Financial Report**

**a. Treasurer's Report September 2022**

1. A MOTION was made by Trustee Lima and seconded by Trustee Yarnell to approve the Treasurer's Report for September 2022 for checks #31189 through #31217 totaling \$49,525.68 from the General Revenue Fund. Motion carried unanimously.

**G. Director's Report – August – September, 2022**

- a. A MOTION was made by Trustee Gilpin and seconded by Trustee Yarnell to approve the Director's Report for August-September 2022. Motion carried unanimously.

**H. Committee Reports**

**a. Budget and Finance (Morioka, Caffero)**

- b. **Planning and Policy (Caffero, Lima)**
  - c. **Communications (Gilpin, Yarnell)**
  - d. **Wish List (Gilpin, Morioka)**
  - e. **Building and Renovation (Yarnell, Sliwicki)**
- I. **Old Business**
- a. **Open House**
    - 1. Director Marshall circulated a sign-up sheet for Board members to assist with different Open House activities/events.
- J. **Executive Session**
- a. **To discuss appointment, employment, leave, resignation, compensation, discipline, performance or dismissal of specific library employees.**
    - 1. A MOTION was made by Trustee Gilpin and seconded by Trustee Lima to enter Executive Session at 7:31p.m. Motion carried unanimously.
    - 2. A MOTION was made by Trustee Lima and seconded by Trustee Morioka to adjourn Executive Session at 8:08 p.m. Motion carried unanimously.

**Roll Call:**

- a. **Present:** Audrey Fanselow, President; Diana Caffero, Vice President; Diane Morioka, Treasurer; Jennifer Yarnell, Secretary; Trustee Earl Gilpin; Trustee Karen Lima.
  - b. **Also Present:** Terri Sheridan, Village Trustee/Library Liaison; Valerie Marshall, Library Director; Laura Williams, Deputy Library Director.
  - c. **Absent:** Trustee Daniel Sliwicki.
  - d. A quorum was present.
- K. **New Business**
- a. **Executive Session**
    - 1. A MOTION was made by Trustee Lima and seconded by Trustee Yarnell to approve the terms of the agreement recommended by Director Marshall and as amended by counsel in reference to employee A. Motion carried unanimously.
  - b. **Designate Library staff to take Board meeting minutes**
    - 1. A MOTION was made by Trustee Gilpin and seconded by Trustee Yarnell to designate the Administrative and Technical Services Manager to take minutes at future Library Board meetings. Motion carried unanimously.
  - c. **Policy Review Schedule**
    - 1. A MOTION was made by Trustee Morioka and seconded by Trustee Yarnell to approve the Policy Review Schedule as proposed by Director Marshall and reviewed by the Planning and Policy Committee. Motion carried unanimously.
  - d. **Credit Card Policy – First Reading**
    - 1. Director Marshall will send the policy draft, including revisions suggested by the Board, to counsel for further review prior to a second reading.
  - e. **Spending Authorization Policy – First Reading**

1. Director Marshall will make the changes proposed by the Board to the Spending Authorization policy draft and put a revised version of this policy on the agenda for a second reading at the October 2022 Board meeting.

**f. Consideration to not seek an RFP for a Maintenance Contractor**

1. A MOTION was made by Trustee Caffero and seconded by Trustee Yarnell to waive Request for Proposal (RFP) Requirements for a library maintenance contractor. Motion was approved unanimously.

**g. ACCMG Maintenance Contract**

1. A MOTION was made by Trustee Lima and seconded by Trustee Yarnell to approve a maintenance contract with ACCMG Group. MOTION carried unanimously to approve the contract with ACCMG with revisions as approved by counsel.

**L. Communications**

**a. Thank you email from the Village**

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

- a. Trustee Caffero noted that the Historical Commission of Schiller Park is now open to the public on Mondays from 9a-12p at Washington Elementary School, and invited the Board to visit the new space.

**N. Adjournment**

- a. A MOTION was made by Trustee Lima and seconded by Trustee Morioka to adjourn the meeting at 9 :25 p.m. Motion carried unanimously.

**O. Next Meeting, October 27, 2022, 7:00 pm**

Respectfully submitted,

*Jennifer Yarnell*  
Secretary