

**SCHILLER PARK PUBLIC LIBRARY  
BOARD OF DIRECTORS  
MINUTES OF THE BOARD MEETING:  
October 27, 2022**

**A. Call to Order**

President Fanselow called the meeting to order at 7:08 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; Trustee Daniel Sliwicki.
- b. **Also Present:** Terri Sheridan, Village Trustee/Library Liaison; Valerie Marshall, Library Director; Guadalupe Rodriguez, Administrative/Technical Services Manager.
- c. **Absent:** Terri Sheridan, Village Trustee/Library Liaison
- d. A quorum was present.

**D. Minutes from Previous Meetings**

**a. Minutes from Regular Meeting of September 22, 2022**

1. MOTION was made by Trustee Lima and seconded by Trustee Caffero to approve the minutes from the Library Board meeting on September 22, 2022. Motion carried unanimously.

**b. Minutes from Executive Session of September 22, 2022**

1. MOTION was made by Trustee Yarnell and seconded by Trustee Morioka to approve the minutes from the Executive Session on September 22, 2022. Motion carried unanimously.

**E. Guests and Public Commentary**

**F. Financial Report**

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

1. A MOTION was made by Trustee Gilpin and seconded by Trustee Sliwicki to approve the Treasurer's Report for October 2022 for checks #31218 through #31254 totaling \$91,804.33 from the General Revenue Fund. Motion carried unanimously.

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

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

**H. Committee Reports**

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

**b. Planning and Policy (Caffero, Lima)**

**1. Discussion of Committee meeting held on October 27, 2022 at 6:30pm.**

President Fanselow stated the Committee plans to meet again to further review the Personnel Policy. A meeting date has not been determined yet.

**c. Communications (Gilpin, Yarnell)**

- d. **Wish List (Gilpin, Morioka)**
- e. **Building and Renovation (Yarnell, Sliwicki)**

**I. Old Business**

**a. Authority to Spend Policy-2<sup>nd</sup> reading**

- 1. A MOTION was made by Trustee Caffero and seconded by Trustee Gilpin to approve the Authority to Spend Policy as presented. Motion carried 5 to 2, with Trustee Lima and Trustee Yarnell voting no.

**J. New Business**

**a. Choose a Children's World Mascot Name**

The name Sammy was selected by majority vote.

**b. Choose a raffle winner from Open House**

- 1. Trustee Fanselow conducted a random drawing for the prize winner.

**c. Proposals for FDC Pipe Repair Work**

- 1. A MOTION was made by Trustee Gilpin and seconded by Trustee Morioka to approve the proposal from F.E. Moran, Option B, with excavation work to be completed by the Village of Schiller Park and patch and paint work to be completed by the library's maintenance contractor. Motion carried unanimously.

**d. Retention Letter for Legal Services**

- 1. A MOTION was made by Trustee Lima and seconded by Trustee Yarnell to approve the retention letter from Montana & Welch as presented. Motion carried unanimously.

**e. Proposal for Staff Development Day Friday, December 9, 2022**

- 1. A MOTION was made by Trustee Morioka and seconded by Trustee Gilpin to close the library on Friday, December 9, 2022 for a Staff Development Day and a budget not to exceed \$500.

**f. Prohibited Gifts Policy – 1<sup>st</sup> Reading**

- 1. Trustee Fanselow suggested adding the numeration for the State Gift Ban Act (5 ILCS 430/10-10 through 10-40) to the policy.

**g. Personnel Policy**

- 1. Trustee Fanselow referred the policy back to the Planning and Policy Committee for further review prior to a first reading.

**K. Communications**

- a. ACCMG Maintenance Contract
- b. Thank you email from the Village Recreation Department for participating in the Halloween Howl event. President Fanselow and Director Marshall also thanked the library staff for volunteering at the Village's Halloween Howl event.

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

**M. Adjournment**

- a. A MOTION was made by Trustee Lima and seconded by Trustee Gilpin to adjourn the meeting at 8:22 p.m. Motion carried unanimously.

**N. Next Meeting, November 10, 2022, 7:00 pm**

Respectfully submitted,  
*Jennifer Yarnell*  
Secretary