

**SCHILLER PARK PUBLIC LIBRARY
BOARD OF DIRECTORS
MINUTES OF THE BOARD MEETING:
November 10, 2022**

A. Call to Order

President Fanselow called the meeting to order at 7:12 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 Karen Lima.
- b. **Also Present:** Terri Sheridan, Village Trustee/Library Liaison; Valerie Marshall, Library Director; Guadalupe Rodriguez, Administrative/Technical Services Manager.
- c. **Absent:** Trustee Daniel Sliwicki; Trustee Earl Gilpin.
- d. A quorum was present.

D. Minutes from Previous Meetings

- a. **Minutes from Planning and Policy Committee Meeting of October 27, 2022**
MOTION was made by Trustee Caffero and seconded by Trustee Lima to approve the minutes from the Planning and Policy Committee meeting on October 27, 2022. Motion carried unanimously.
- b. **Minutes from Regular Meeting of October 27, 2022**
MOTION was made by Trustee Yarnell and seconded by Trustee Caffero to approve the minutes from the Regular Meeting on October 27, 2022. Motion carried unanimously.

E. Guests and Public Commentary

F. Financial Report

- a. A MOTION was made by Trustee Caffero and seconded by Trustee Morioka to approve the Financial Report for November 2022 for checks #31255 through #31270 totaling \$31,000.18 from the General Revenue Fund. Motion carried unanimously.

G. Director's Report – October – November, 2022

- a. A MOTION was made by Trustee Morioka and seconded by Trustee Lima to approve the Director's Report for October-November 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. **Prohibited Gifts Policy-2nd reading**
A motion was made by Trustee Yarnell and seconded by Trustee Lima to approve the Prohibited Gifts Policy. Motion carried unanimously.
- b. **Credit Card Policy-2nd reading**

A motion was made by Trustee Caffero and seconded by Trustee Yarnell to approve the Credit Card Policy. Motion carried unanimously.

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 Yarnell and seconded by Trustee Caffero to enter Executive Session at 7:36p.m. Motion carried unanimously.
2. A MOTION was made by Trustee Yarnell and seconded by Trustee Lima to adjourn Executive Session at 7:59 p.m. Motion carried unanimously.

Roll Call:

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

K. New Business

a. Proposal for ISBS copier contract upgrade

A Motion was made by Trustee Morioka and seconded by Trustee Yarnell to approve the proposed ISBS Copier contract renewal including the addition of a smart board for the library, if Director Marshall verifies that the base allowance of color copies per billing frequency covers the average color copies used by the library over the last year. Motion carried unanimously.

b. Proposal for new library marquee sign panels

A Motion was made by Trustee Yarnell and seconded by Trustee Morioka to approve the proposal from North Shore Sign, option 1 for \$1,785, to replace the words "Historical Commission" with the library's phone number on the library marquee sign panels. Motion carried unanimously.

c. Proposal to purchase Niche Academy training resource database

A Motion was made by Trustee Lima and Seconded by Trustee Morioka to approve the proposal for purchase of the Niche Academy training resource database for one year for \$2,500. Motion carried unanimously.

d. Proposal for Staff/Trustee Holiday Party

A Motion was made by Trustee Lima and seconded by Trustee Morioka to approve the proposal to fund the Staff/Trustee Holiday Party with a budget not to exceed \$500.00. Motion carried unanimously.

e. Proposal for Library Staff Annual Gifts

A motion was made by Trustee Yarnell and seconded by Trustee Lima to approve the proposal to fund Library Staff Annual Gifts for \$875 following the precedents set in previous fiscal years, provided that Director Marshall correct a typo in the proposed bonus for one staff member. Motion carried unanimously.

f. Proposal for Retirement Celebration for Information Services Director Rae Elgin

A motion was made by Trustee Yarnell and seconded by Trustee Lima to approve the proposal for a Retirement Celebration for Information Services Director Ramona "Rae" Elgin on Thursday, December 29, 2022, with a budget not to exceed \$2,500.00. Motion carried unanimously.

L. Communications

a. ILA Annual Conference 2022 Staff Reports

Director Marshall presented ideas for staff trainings and public programs from her attendance at the Illinois Library Association's annual conference in October 2022, as well as reports from Deputy Director Williams and Programs Manager Lukis about their conference experience. Administrative and Technical Services Manager Guadalupe Rodriguez also presented a staff training idea she got from attending the conference, which will be included in the Staff Development Day on December 9, 2022.

M. Trustee Comments - Non Agenda Items

- a. Trustee Yarnell expressed that she would like for all staff to be able to attend the Library's Holiday Party. Director Marshall assured her all staff will be invited and encouraged to attend.

N. Adjournment

- a. A MOTION was made by Trustee Yarnell and seconded by Trustee Lima to adjourn the meeting at 8:49 p.m. Motion carried unanimously.

O. Next Meeting, December 8, 2022, 6:00 pm

Respectfully submitted,

Jennifer Yarnell
Secretary