

**SCHILLER PARK PUBLIC LIBRARY
BOARD OF DIRECTORS
MINUTES OF THE BOARD MEETING:
December 8, 2022**

A. Call to Order

Vice President Caffero called the meeting to order at: 6:04p.m.

B. Pledge of Allegiance

C. Roll Call

- a. **Present:** Diana Caffero, Vice President; Diane Morioka, Treasurer; Jennifer Yarnell, Secretary; 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:** Audrey Fanselow, President; Earl Gilpin, Trustee.
- d. A quorum was present.

D. Minutes from Previous Meetings

a. Minutes from Regular Meeting of November 10, 2022

A MOTION was made by Trustee Lima and seconded by Trustee Yarnell to approve the minutes from the Library Board meeting on November 10, 2022. Motion carried unanimously.

b. Minutes from Executive Session of November 10, 2022

A MOTION was made by Trustee Yarnell and seconded by Trustee Lima to approve the minutes from the Executive Session on November 10, 2022. Motion carried unanimously.

E. Guests and Public Commentary

F. Award Presentations-1,000 Books Before Kindergarten

Vice President Caffero presented Madelyn and Roman Piotrowski with graduation certificates on behalf of the Library Board of Trustees.

- a. The Board agreed to move this award presentation to earlier in the meeting than originally scheduled.

G. Financial Report

a. Treasurer's Report December 2022

A MOTION was made by Trustee Morioka and seconded by Trustee Sliwicki to approve the Treasurer's Report for December 2022 for checks #31271 through #31297 totaling \$77,950.38 from the General Revenue Fund. Motion carried unanimously.

b. Tax Levy 2023

A MOTION was made by Trustee Yarnell and seconded by Trustee Lima to approve a 2% tax levy as recommended by Director Marshall to match the Village's proposed levy for 2023. Motion carried unanimously.

H. Director's Report: November – December, 2022

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

I. 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)**

J. Old Business

K. Executive Session

- a. A MOTION was made by Trustee Yarnell and seconded by Trustee Lima to enter Executive Session at 6:30 p.m. Motion carried unanimously.
- b. A MOTION was made by Trustee Lima and seconded by Trustee Yarnell to adjourn Executive Session at 6:41 p.m. Motion carried unanimously.

Roll Call

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

L. New Business

a. Executive Session

A MOTION was made by Trustee Yarnell and seconded by Trustee Morioka to approve the terms of the revised agreement as written by counsel and recommended by Director Marshall in reference to employee A. Motion carried unanimously.

b. Proposal for staff email migration

A MOTION was made by Trustee Morioka and seconded by Trustee Sliwicki to approve the proposal for staff email migration to Microsoft. Motion carried unanimously.

c. Proposal for Amendments to the Personnel Policy Handbook-1st Reading

No edits were suggested. A second reading will be on the agenda in January.

M. Communications

a. Proposals for Building Assessments

Director Marshall advised the Board that three proposals for a building assessment from local architects have been submitted to the Building and Renovation Committee for review, and to direct their questions to the committee.

N. Trustee Comments-Non Agenda Items

- a. Trustee Yarnell expressed her gratitude towards the Board of Trustees, Director and library staff for working as a team and accomplishing many things in the past six months. Vice President Caffero and Trustee Lima thanked Trustee Yarnell for her service during that time as well.

O. Adjournment

- a. A MOTION was made by Trustee Yarnell and seconded by Trustee Sliwicki to adjourn the meeting at 7:00p.m. Motion carried unanimously.

P. Next Meeting, January 12, 2023, 7:00 pm

Respectfully submitted,
Jennifer Yarnell
Secretary