

**SCHILLER PARK PUBLIC LIBRARY
BOARD OF DIRECTORS
MINUTES OF THE BOARD MEETING:
February 9, 2023**

A. Call to Order

President Fanselow called the meeting to order at 7:07p.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; Trustee, Dan Sliwicki; Trustee Earl Gilpin.
- b. **Also Present:** 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 on January 12, 2023

- 1. MOTION was made by Trustee Caffero and seconded by Trustee Morioka to approve the minutes from the Regular Meeting on January 12, 2023. Motion carried unanimously.

b. Minutes from Building and Renovation Committee on January 23, 2023

- 1. MOTION was made by Trustee Yarnell and seconded by Trustee Sliwicki to approve the minutes from the Building and Renovation Committee Meeting on January 23, 2023. Motion carried unanimously.

c. Minutes from Planning and Policy Committee on January 23, 2023

- 1. MOTION was made by Trustee Caffero and seconded by Trustee Gilpin to approve the minutes from the Planning & Policy Committee Meeting on January 23, 2023. Motion carried unanimously.

E. Guests and Public Commentary

None

F. Financial Report

- a. A MOTION was made by Trustee Gilpin and seconded by Trustee Sliwicki to approve the Treasurer's Report for February 2023 for checks #31329 through #31355 totaling \$40,385.29 from the General Revenue Fund. Motion carried unanimously.
Director Marshall stated that check #31341 to H&H Lights would be voided and re-issued due to a change in the original cost.

G. Director's Report – February 2023

- a. A MOTION was made by Trustee Lima and seconded by Trustee Sliwicki to approve the Director's Report for February 2023. 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

J. Executive Session

- a. **To Conduct review of Executive Session Minutes over the previous six months**
 - 1. A MOTION was made by Trustee Yarnell and seconded by Trustee Morioka to enter Executive Session at 7:29p.m. Motion carried unanimously.
 - 2. A MOTION was made by Trustee Gilpin and seconded by Trustee Morioka to adjourn Executive Session at 7:32 p.m. Motion carried unanimously.

Roll Call to Reconvene: 7:33pm

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

K. New Business

a. Executive Session

A MOTION was made by Trustee Gilpin and seconded by Trustee Yarnell to keep the minutes of the Executive Sessions of the Schiller Park Public Library Board from August 2022 – January 2023 closed to the public. Motion carried unanimously.

b. Proposal for Staff and Trustees to attend the ALA annual conference

A MOTION was made by Trustee Yarnell and seconded by Trustee Caffero to approve Director Marshall, Assistant Director Williams, and any Trustees interested to attend the full ALA Conference from June 22-27, 2023, and any other staff interested to attend one day of the conference as operational needs allow. Motion carried unanimously.

c. Proposal for Repair of Parking Lot Lights-South Lot

A Motion was made by Trustee Morioka and seconded by Trustee Yarnell to approve the proposal for repair of the south lot parking lot lights from H&H Lights. Motion carried unanimously.

d. Proposal for Facility Assessment

A Motion was made by Trustee Morioka and seconded by Trustee Sliwicki to approve the proposal for a Facility Assessment from Studio GC. Motion carried unanimously.

e. Review of proposed Pandemic Paid Sick Leave-Policy-1st Reading

The Board suggested several edits to Director Marshall for a 2nd reading at the March 2023 Board meeting.

f. Review of proposed revisions to the Personnel Policy Handbook-1st Reading

The Board suggested several edits to Director Marshall for a 2nd reading at the March 2023 Board meeting.

L. Communications

a. Serving Our Public 4.0: Standards for Illinois Public Libraries-Chapter 3

Director Marshall discussed the library's progress toward meeting all items on the checklist at the end of the chapter.

M. Trustee Comments - Non-Agenda Items

Trustee Caffero asked Director Marshall to send a link to both the Rails website and Village's website when board packets are emailed to board members.

N. Adjournment

- a.** A MOTION was made by Trustee Lima and seconded by Trustee Yarnell to adjourn the meeting at 9:14p.m. Motion carried unanimously.

O. Next Meeting, March 9, 2023, 7:00 pm

Respectfully submitted,

Jennifer Yarnell
Secretary