

**SCHILLER PARK PUBLIC LIBRARY
BOARD OF DIRECTORS
MINUTES OF THE BOARD MEETING:
April 3, 2023**

A. Call to Order

President Fanselow called the meeting to order at 6:01p.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 Earl Gilpin, Trustee Daniel Sliwicki

b. **Also Present:** Terri Sheridan, Village Trustee/Library Liaison; Valerie Marshall, Library Director; Guadalupe Rodriguez, Administrative/Technical Services Manager.

c. **Absent:**

d. A quorum was present.

D. Minutes from Previous Meetings

a. **Minutes from Regular Meeting on March 9, 2023**

A MOTION was made by Trustee Yarnell and seconded by Trustee Morioka to approve the minutes from the Regular Meeting on March 9, 2023. Motion carried unanimously.

b. **Minutes from Executive Session on March 9, 2023**

A MOTION was made by Trustee Gilpin and seconded by Trustee Caffero to approve the minutes from Executive Session on March 9, 2023. Motion carried unanimously.

c. **Minutes from Budget and Finance Committee Meeting on March 13, 2023**

A MOTION was made by Trustee Caffero and seconded by Trustee Morioka to approve the minutes from the Budget and Finance Committee meeting on March 13, 2023. Motion carried unanimously.

Director Marshall will correct an error in the minutes mislabeling them as for a Wish List committee meeting instead of a Budget and Finance Committee meeting.

E. Guests and Public Commentary

President Fanselow thanked Village Trustee/Library Liaison Sheridan for attending the board meeting during her busy schedule due to Village elections.

F. Financial Report

a. **Treasurer's Report April 2023**

A MOTION was made by Trustee Gilpin and seconded by Trustee Sliwicki to approve the Treasurer's Report for April 2023 for checks #31388 through #31414 totaling \$82,063.52 from the General Revenue Fund, including any corrections suggested by Treasurer Morioka. Motion carried unanimously.

G. Director's Report: March-April 2023

a. A MOTION was made by Trustee Yarnell and seconded by Trustee Lima to approve the Director's Report for March-April 2023. Motion carried unanimously.

H. Committee Reports - None

I. Old Business – None

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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 Morioka and seconded by Trustee Gilpin to enter Executive Session at 6:22p.m. Motion carried unanimously.
2. A MOTION was made by Trustee Morioka and seconded by Trustee Caffero to adjourn Executive Session at 8:58 p.m. Motion carried unanimously.

Roll Call to Reconvene: 9:01 pm

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

K. New Business

a. Library Director Contract

A MOTION was made by Trustee Gilpin and seconded by Trustee Lima to approve a 12-month contract for the Library Director from May 1, 2023 – April 30, 2024, with a 5% salary increase totaling \$89,250 annually, and no other changes to contract terms. Motion carried unanimously.

b. Staff Salaries for FY 2023/24

A MOTION was made by Trustee Morioka and seconded by Trustee Lima to approve a cost-of-living increase for all library staff except the Director of 4.5% above their current pay rate for the 2023/24 fiscal year, up to their position's salary cap according to the 2023/24 Salary Schedule, effective May 1, 2023. For those staff who reach their salary cap with less than a 4.5% increase to their base pay rate, a one-time bonus will be issued for the difference between the percentage of increase to the employee's base pay rate and 4.5% of their current pay rate. Motion carried unanimously.

c. Library Budget for FY 2023/24

A MOTION was made by Trustee Yarnell and seconded by Trustee Caffero to approve the Library Budget for fiscal year 2023-24 as presented by the Director. Motion carried unanimously.

d. Non-Resident Library Card Policy for FY 2023/24

A MOTION was made by Trustee Gilpin and seconded by Trustee Lima to approve the Non-Resident Library Card Policy at a rate of \$295 for non-residents for fiscal year 2023/24 beginning May 1, 2023. Motion carried unanimously.

L. Communications

NONE

M. Trustee Comments - Non-Agenda Items

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NONE

N. Adjournment

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

O. Next Meeting, May 11, 2023, 7:00 pm

Respectfully submitted,

Jennifer Yarnell
Secretary