

**SCHILLER PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE BOARD MEETING
JUNE 8, 2023**

A. Call to Order

- a. President Fanselow called the meeting to order at 7:03 p.m.

B. Pledge of Allegiance

C. Roll Call

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

D. Guests and Public Commentary

None

E. Minutes from Previous Meetings

a. Minutes from the Regular Board Meeting on May 11, 2023

- i. A MOTION was made by Trustee Lima and seconded by Trustee Morioka to approve the minutes from the Regular Board meeting on May 11, 2023.
- ii. Trustee Caffero requested to amend the motion to state that minutes are approved if a correction is made to include former Trustee Daniel Sliwicki to the "Also Present" section when the Board reconvened after adjourning SINE DIE.
- iii. Amended motion carried unanimously.

b. Minutes from the Budget and Finance Committee Meeting on May 22, 2023

- i. A MOTION was made by Trustee Caffero and seconded by Trustee Morioka to approve the minutes from the Budget and Finance Committee meeting on May 22, 2023. Motion carried unanimously.

F. Financial Report – June 2023

- a. A MOTION was made by Trustee Yarnell and seconded by Trustee Lima to approve the checks written in June 2023, #31456 - #31483, totaling \$45,335.53 from the General Revenue Fund. Motion carried unanimously.

G. Director's Report: May – June 2023

- a. A MOTION was made by Trustee Morioka and seconded by Trustee Caffero to approve the Director's Report for May – June 2023. Motion carried unanimously.

H. Old Business

a. Proposed Contract from Village's New Auditor, Sikich

- i. A MOTION was made by Trustee Lima and seconded by Trustee Morioka to approve the proposed contract from Sikich.
- ii. Trustee Yarnell requested to amend the motion to approve the proposal after review by the library's attorney.
- iii. Amended motion carried unanimously.

I. New Business

a. Board Committee Appointments

- i. President Fanselow distributed Committee appointments for the 2023-2025 fiscal years as follows:
 - 1. Budget & Finance: Trustees Morioka & Caffero

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2. Policy: Trustees Caffero & Lima
3. Building & Renovation: Trustees Yarnell & Sanchez
4. Village & Resident Communications: Trustees Gilpin & Sanchez
5. Wish List: Trustees Gilpin & Morioka
6. Strategic Planning: Trustees Lima & Yarnell

b. Disposal List

- i. A MOTION was made by Trustee Caffero and seconded by Trustee Lima to approve the disposal of items on the list submitted by Director Marshall, provided items in fair condition be sold or donated if possible. Motion carried unanimously.

c. Proposal for Staff Development Day, Friday, July 14, 2023

- i. A MOTION was made by Trustee Lima and seconded by Trustee Caffero to approve closing the library to the public on Friday, July 14, 2023, for a Staff Development Day, with costs not to exceed \$750. Motion carried unanimously.

d. Review and Discussion of Scheduled Findings and Questioned Costs for 2022 from the Village's previous auditor, GWA

- i. GWA recommended that the library obtain collateral to secure its bank deposits in excess of FDIC insurance. The Treasurer will speak to the library's bank to discuss options.
- ii. GWA found that the library had unreconciled balances of \$40,996 in one account and \$31,673 in another account at the close of the 2022 audit. They recommended that the library perform accurate, timely bank reconciliations and investigate any reconciling items promptly each month. Director Marshall indicated that she does reconcile all library accounts each month, and the unreconciled balances found were carried over from previous years. She further recommended that the library hire an accountant to assist with year-end reconciliation.

e. Proposal to hire an accountant for end of year reconciliation

- i. A MOTION was made by Trustee Caffero and seconded by Trustee Lima to hire an accountant to assist the library with end of year reconciliations for the 2022-2023 fiscal year. Director Marshall presented two proposals, one from Sikich and one from Zabinski Consulting Services, Inc.
- ii. Trustee Caffero requested to amend the motion to state that the library will hire Zabinski Consulting Services, Inc. to assist the library with end of year reconciliations for the 2022-2023 fiscal year.
- iii. Amended motion carried unanimously.

J. Communications

- a. Annual Sexual Harassment Training Requirement reminder with updated instructions
- b. Serving our Public 4.0: Standards for Illinois Public Libraries, Chapter 6

K. Trustee Comments – Non-Agenda Items

- a. Trustee Yarnell stated that she was happy to see more adult programs available at the library and looks forward to attending more programs in the future.

L. Adjournment

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- a. A MOTION was made by Trustee Yarnell and Seconded by Trustee Morioka to adjourn the meeting at 8:15pm. Motion carried unanimously.

M. Next Meeting: July 13, 2023, 7:00 pm

Respectfully submitted,

Jennifer Yarnell

Secretary