

**SCHILLER PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE BOARD MEETING
AUGUST 10, 2023**

A. Call to Order

- a. President Fanselow called the meeting to order at 7:02p.m.

B. Pledge of Allegiance

C. Roll Call

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

D. Guests and Public Commentary - none

E. Minutes from Previous Meetings

- a. Minutes from Regular Board Meeting on July 13, 2023
 - i. A MOTION was made by Trustee Caffero and seconded by Trustee Morioka to approve the minutes from the Regular Board meeting on July 13, 2023. Motion carried unanimously.
- b. Minutes from Village & Resident Communications Committee Meeting on July 13, 2023
 - i. A MOTION was made by Trustee Yarnell and seconded by Trustee Morioka to approve the minutes from the committee meeting on July 13, 2023. Motion carried unanimously.

F. Financial Report – August 2023

- a. A MOTION was made by Trustee Morioka and seconded by Trustee Yarnell to approve the checks written in August 2023, #31519 - #31553, totaling \$72,990.70 from the General Revenue Fund. Motion carried unanimously.

G. Director's Report - July - August 2023

- a. A MOTION was made by Trustee Morioka and seconded by Trustee Sanchez to approve the Director's Report for July-August 2023. Motion carried unanimously.

H. New Business

a. Facility Assessment Presentation by Studio GC

Moved up from original agenda placement since presenter was ready.

I. Executive Session

a. To Conduct Review of Closed Session Minutes

- b. A MOTION was made by Trustee Caffero and seconded by Trustee Morioka to enter Executive Session at 8:31p.m. Motion carried unanimously.
- c. A MOTION was made by Trustee Morioka and seconded by Trustee Sanchez to adjourn Executive Session at 8:35p.m. Motion carried unanimously.

Roll Call to Reconvene at 8:35 p.m.

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

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J. New Business (continued)

a. Action of Review of Closed Session Minutes

- i. A MOTION was made by Trustee Morioka and seconded by Trustee Yarnell to keep the minutes of the Executive Sessions of the Schiller Park Public Library Board closed to the public. Motion carried unanimously.

b. Proposal to destroy verbatim recordings of Executive Sessions from 18 months ago or older (5 ILCS 120/2.06)

- i. A MOTION was made by Trustee Caffero and seconded by Trustee Yarnell to destroy verbatim recordings of Executive Sessions from 18 months ago or older per Illinois law 5 ILCS 120/2.06. Motion carried unanimously.
- ii. President Fanselow asked Director Marshall to contact the OMA hotline to determine if this vote can be made permanent in the Board bylaws.

c. Proposal for Staff to attend the annual ILA Conference

- i. A MOTION was made by Trustee Yarnell and seconded by Trustee Morioka to approve Director Marshall, Librarian Wallett, and Circulation Services Manager Binkowski to attend the 2023 ILA Conference in Springfield, IL. Motion carried unanimously.

d. 2024 Holidays

- i. A MOTION was made by Trustee Yarnell and seconded by Trustee Morioka to approve the 2024 holiday schedule as proposed by Director Marshall. Motion carried unanimously.

e. 2024 Board Meetings

- i. A MOTION was made by Trustee Caffero and seconded by Trustee Yarnell to approve the 2024 Board Meetings schedule as proposed by Director Marshall.
- ii. Trustee Yarnell requested to amend the motion and have no Board meeting in July 2024. Director Marshall requested, and Treasurer Morioka agreed, to setup automatic bill pay options for recurring standard library bills, such as utilities and insurance, so that there would not be a gap in payments to those vendors during the month there is no Board meeting.
- iii. Amended motion carried unanimously.

f. Proposed changes to the Personnel Policy Handbook (First Reading)

President Fanselow recommended moving this forward to a second reading and action item at the next Board meeting.

K. Communications

a. Serving Our Public 4.0: Standards for Illinois Public Libraries, Chapter 7

L. Trustee Comments – Non-Agenda Items

- a. Trustee Yarnell asked Director Marshall if there is a way to shorten the length of future Board meetings. Director Marshall will look into a consent agenda option for recurring action items to leave more time for discussion of new business.

M. Adjournment

- a. A MOTION was made by Trustee Yarnell and seconded by Trustee Morioka to adjourn the meeting at 9:09 p.m. Motion carried unanimously.

N. Next Meeting, September 14, 2023, 7:00 pm