

**SCHILLER PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE BOARD MEETING
SEPTEMBER 14, 2023**

A. Call to Order

- a. President Fanselow called the meeting to order at 7:00p.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; Earl Gilpin; Patricia Sanchez.
- b. **Also Present:** Valerie Marshall, Library Director; Guadalupe Rodriguez, Administrative & Technical Services Manager; Terri Sheridan Village Trustee & Library Liaison
- c. **Absent:** None
- d. A quorum was present.

D. Guests and Public Commentary - none

E. Minutes from Previous Meetings

- a. Minutes from Regular Board Meeting on August 10, 2023
 - i. A MOTION was made by Trustee Morioka and seconded by Trustee Yarnell to approve the minutes from the Regular Board meeting on August 10, 2023. Motion carried unanimously.
- b. Minutes from Policy Committee Meeting on August 10, 2023
 - i. A MOTION was made by Trustee Yarnell and seconded by Trustee Caffero to approve the minutes from the committee meeting on August 10, 2023. Motion carried unanimously.

F. Financial Report – September 2023

- a. A MOTION was made by Trustee Gilpin and seconded by Trustee Morioka to approve the checks written in September 2023, #31554 - #31581, totaling \$31,469.31 from the General Revenue Fund. Motion carried unanimously.

G. Director's Report August -September 2023

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

H. New Business

- a. **Proposed changes to the Personnel Policy Handbook-2nd Reading**
 - i. A MOTION was made by Trustee Morioka and seconded by Trustee Gilpin to accept the proposed changes to the Personnel Policy Handbook. Motion carried unanimously.
- b. **Proposal to eliminate customary 2nd readings of policy changes**
 - i. A MOTION was made by Trustee Yarnell and seconded by Trustee Lima to eliminate customary 2nd readings of policy changes. Motion carried unanimously.
- c. **Proposal to create a consent agenda in future Board Meetings**
 - i. A MOTION was made by Trustee Caffero and seconded by Trustee Yarnell to accept proposal to create consent agenda in future Board Meetings. Motion failed by unanimous vote.
- d. **Proposal to renew ACCMG facility maintenance contract**
 - i. A MOTION was made by Trustee Morioka and seconded by Trustee Gilpin to waive bid requirements and approve a contract renewal with ACCMG Group, with minor revisions as agreed to by the library and vendor, for maintenance

**SCHILLER PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE BOARD MEETING
SEPTEMBER 14, 2023**

services in an amount not to exceed \$3,000 per month and authorize the officers and officials of the Schiller Park Public Library to execute the necessary documents and take such action to effectuate same. Motion carried unanimously.

e. Proposal to change janitorial services at the library

- i. A MOTION was made by Trustee Morioka and seconded by Trustee Caffero to approve the addition of a Part-Time Janitor/Facilities Maintenance Assistant to the library's organizational chart, and once hired, authorize the Director to give a thirty (30) day notice of cancellation for contractual cleaning services to Quality Maintenance Systems, Inc. Motion carried unanimously.

f. Proposed changes to the Use of Facilities Policy

- i. A MOTION was made by Trustee Gilpin and seconded by Trustee Lima to approve the proposed changes to the Use of Facilities Policy, including renaming the policy the Patron Code of Conduct, pending review from the library's attorney. Motion carried unanimously.

I. Communications

a. Serving Our Public 4.0: Standards for Illinois Public Libraries, Chapter 8

J. Trustee Comments – Non-Agenda Items

Trustee Gilpin inquired about having updated village ID cards reissued. Director Marshall will order new badges from the Village.

K. Adjournment

- i. A MOTION was made by Trustee Yarnell and seconded by Trustee Lima to adjourn the meeting at 8:25pm. Motion carried unanimously

L. Next Meeting, October 12, 2023, 7:00 pm

Respectfully submitted,

Jennifer Yarnell
Secretary