

**SCHILLER PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE BOARD MEETING
NOVEMBER 9, 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; 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. *Library Trustee Patricia Sanchez arrived at 7:05p.m.

D. Guests and Public Commentary

None

E. Minutes from Previous Meetings

- a. Minutes from Regular Board Meeting on October 12, 2023
 - i. A MOTION was made by Trustee Caffero and seconded by Trustee Lima to approve the minutes from the Regular Board meeting on October 12, 2023. Motion carried unanimously.

F. Financial Report – November 2023

- a. A MOTION was made by Trustee Caffero and seconded by Trustee Yarnell to approve the checks written in November 2023, #31617 - #31650, totaling \$50,718.84 from the General Revenue Fund, including any revisions as recommended by the Treasurer. Motion carried unanimously.
- b. After the meeting, the Treasurer asked the Director to void and reissue check #31632 due to a computation error.

G. Director's Report -October - November 2023

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

H. New Business

- a. **Proposal for Staff/Trustee holiday party**
 - i. A MOTION was made by Trustee Yarnell and seconded by Trustee Lima to approve the proposal for Staff/Trustee holiday party with a budget not to exceed \$500. Motion carried unanimously.
- b. **Proposal for Staff gift/Holiday bonus**
 - i. A MOTION was made by Trustee Yarnell and seconded by Trustee Gilpin to approve the proposal for a staff gift/holiday bonus not to exceed a total expense of \$775. Motion carried unanimously.
- c. **Illinois Paid Leave for All Workers Act Proposal**
 - i. A MOTION was made by Trustee Gilpin and seconded by Trustee Yarnell to approve the edits to the Personnel Policy Handbook related to the Illinois Paid Leave for All Workers Act; changes to be effective on January 1, 2024. Motion carried unanimously.
- d. **Proposed addition of statement on Illinois HB2789 to the Materials Selection Policy**

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- i. A MOTION was made by Trustee Morioka and seconded by Trustee Lima to approve the proposed addition of a statement in support of Illinois HB2789 to the Materials Selection Policy; changes to be effective as of January 1, 2024. Motion carried unanimously.

I. Communications

a. ILA Conference staff reports

Director Marshall presented reports from Adult/Teen Services Librarian Gretchen Wallett and Circulation Services Manager Julia Binkowski from their attendance at the Illinois Library Association's annual conference in October 2023.

b. Serving our Public 4.0: Standards for Illinois Public Libraries, Chapters 11-12

J. Trustee Comments – Non-Agenda Items

- a. The board agreed to change the meeting time for December 7, 2023, meeting from 7:00p.m. to 6:00p.m. The Director will post a notice of meeting change per Illinois Law.
- b. Trustee Morioka and Village Trustee Sheridan provided information about a program that the village currently offers to residents called Smart 911. Director Marshall will reach out to them to host an information session for residents at the library.

K. Adjournment

- a. A MOTION was made by Trustee Caffero and seconded by Trustee Morioka to adjourn the meeting at 7:58p.m. Motion carried unanimously.

L. Next Meeting, December 7, 2023, 6:00 pm

Respectfully submitted,

Jennifer Yarnell
Secretary