

**SCHILLER PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE BOARD MEETING
December 7, 2023**

A. Call to Order

- a. President Fanselow called the meeting to order at 6:03p.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
- c. **Absent:** Earl Gilpin, Trustee; Terri Sheridan Village Trustee & Library Liaison
- d. A quorum was present.

D. Guests and Public Commentary

None

E. Minutes from Previous Meetings

- a. Minutes from Regular Board Meeting on November 9, 2023
 - i. A MOTION was made by Trustee Lima and seconded by Trustee Morioka to approve the minutes from the Regular Board meeting on November 9, 2023. Motion carried unanimously.

F. Financial Report – December 2023

- a. A MOTION was made by Trustee Caffero and seconded by Trustee Yarnell to approve the checks written in December 2023, #31652 - #31682, totaling \$138,891.88 from the General Revenue Fund. Motion carried unanimously. Director Marshall stated a check had to be issued to the library's attorney for honorary due last month.

G. Director's Report -November - December 2023

- a. A MOTION was made by Trustee Sanchez and seconded by Trustee Lima to approve the Director's Report for November-December 2023. Motion carried unanimously. Director Marshall stated that the refrigerator in the staff breakroom would need to be replaced soon.

H. Executive Session

- a. A MOTION was made by Trustee Lima and seconded by Trustee Morioka to enter Executive Session at 6:09p.m. Motion carried unanimously.
- b. A MOTION was made by Trustee Lima and seconded by Trustee Morioka to adjourn Executive Session at 6:28p.m. Motion carried unanimously.

Roll Call to Reconvene at 6:29p.m.

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

I. New Business

- a. **Executive Session Actions**
 - i. No action was taken

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J. Communications

- a. Serving Our Public 4.0: Standards for Illinois Public Libraries, Chapter 13**

K. Trustee Comments – Non-Agenda Items

The board expressed they had a great time volunteering at the Village's Winter Wonderland event that was held earlier in the month.

L. Adjournment

- a.** A MOTION was made by Trustee Yarnell and seconded by Trustee Morioka to adjourn the meeting at 6:37pm. Motion carried unanimously.

M. Next Meeting, January 11, 2024, 7:00 pm

Respectfully submitted,

Jennifer Yarnell

Secretary