

**SCHILLER PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE BOARD MEETING
FEBRUARY 8, 2024**

A. Call to Order

- a. President Fanselow called the meeting to order at 7:04p.m.

B. Pledge of Allegiance

C. Roll Call

- a. **Present Trustees:** Audrey Fanselow, President; Diana Caffero, Vice President; Diane Morioka, Treasurer via Zoom; Jennifer Yarnell, Secretary; Karen Lima; Earl Gilpin; Patricia Sanchez.
- b. **Also Present:** Laura Williams, Interim Director; Guadalupe Rodriguez, Administrative/Technical Services Manager; Tina Setzer, Library Consultant.
- c. **Absent:** 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 Special Meeting on December 4, 2023
A MOTION was made by Trustee Yarnell and seconded by Trustee Lima to approve the minutes from the Special Meeting on December 4, 2023. Motion carried unanimously.
- b. Minutes from Regular Meeting of December 7, 2024
A MOTION was made by Trustee Caffero and seconded by Trustee Gilpin to approve the minutes from Regular Meeting on December 7, 2023. Motion carried unanimously.
- c. Minutes from Executive Session of December 7, 2023
A MOTION was made by Trustee Gilpin and seconded by Trustee Lima to approve the minutes from Executive Session of December 7, 2023.
Roll:
Aye: Trustee Caffero, Trustee Fanselow, Trustee Gilpin, Trustee Lima, Trustee Sanchez, Trustee Yarnell
Abstain: Trustee Morioka
- d. Minutes from Library Director Hiring Committee Meeting of January 5, January 22, January 23, January 29, 2024
A MOTION was made by Trustee Lima and seconded by Trustee Sanchez to approve the minutes from Library Director Hiring Committee of January 5, January 22, January 23, January 29, 2024. Motion carried unanimously.
- e. Executive Minutes from Library Director Hiring Committee Meeting of January 5, January 22, January 23, January 29, 2024
A MOTION was made by Trustee Caffero and seconded by Trustee Gilpin to approve the Executive minutes from Library Director Hiring Committee Meeting of January 5, January 22, January 23, January 29, 2024.
Roll:
Aye: Trustee Caffero, Trustee Fanselow, Trustee Gilpin, Trustee Lima, Trustee Sanchez, Trustee Yarnell
Abstain: Trustee Morioka

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F. Financial Report –

a. January 2024

A MOTION was made by Trustee Yarnell and seconded by Trustee Gilpin to approve the checks written in January 2024, #31684 - #31716, totaling \$94,209.96 from the General Revenue Fund. Motion carried unanimously.

b. February 2024

A MOTION was made by Trustee Gilpin and seconded by Trustee Lima to approve the checks written in February 2024, #31717 - #31737, totaling \$12,617.64 from the General Revenue Fund. Motion carried unanimously.

G. Executive Session

- a. A MOTION was made by Trustee Caffero and seconded by Trustee Gilpin to enter Executive Session at 7:16p.m. Motion carried unanimously.
- b. A MOTION was made by Trustee Lima and seconded by Trustee Gilpin to adjourn Executive Session at 8:10p.m. Motion carried unanimously.

Roll Call to Reconvene at 8:11 p.m.

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

H. New Business

a. Approval of Library Director

A MOTION was made by Trustee Gilpin and seconded by Trustee Lima to approve the hiring of Library Director A. Motion carried unanimously.

b. Action of Review of Closed Session Minutes

A MOTION was made by Trustee Gilpin 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.

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

A MOTION was made by Trustee Caffero and seconded by Trustee Morioka to destroy verbatim recordings of Executive Sessions from 18 months ago or older per Illinois law 5 ILCS 120/2.06. Motion carried unanimously.

d. Proposal for Staff and Trustees to attend the ALA Annual Conference

A MOTION was made by Trustee Gilpin and seconded by Trustee Caffero to approve the Proposal for Staff and Trustees to attend the ALA Annual Conference June 27 - July 2, 2024 as operational needs allow. Motion carried unanimously.

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I. Director's Report

a. December 2023 - January 2024

A MOTION was made by Trustee Caffero and seconded by Trustee Gilpin to approve the Director's Report for December 2023 - January 2024. Motion carried unanimously.

b. January - February 2024

A MOTION was made by Trustee Yarnell and seconded by Trustee Morioka to approve the Director's Report for January-February 2024. Motion carried unanimously.

J. Communications

a. Per Capita Grant Application

Interim Director Williams submitted the FY2024 Illinois Public Library Per Capita Grant Application.

b. Strategic Plan 2024-2028

President Fanselow requested the Strategic Plan 2024-2028 be removed from the Policies portion of the library's website and added under About the Library.

K. Trustee Comments – Non-Agenda Items

None

L. Adjournment

- a. A MOTION was made by Trustee Yarnell and seconded by Trustee Lima to adjourn the meeting at 8:24. Motion carried unanimously.

M. Next Meeting, March 14, 2024, 7:00 pm

Respectfully submitted,

Jennifer Yarnell

Secretary