

**SCHILLER PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE BOARD MEETING
April 2, 2024**

A. Call to Order

- a. President Fanselow called the meeting to order at 7:01p.m.

B. Pledge of Allegiance

C. Roll Call

- a. **Present Trustees:** Audrey Fanselow, President; Diana Caffero, Vice President; Jennifer Yarnell, Secretary; Diane Morioka, Treasurer; Karen Lima; Patricia Sanchez.
- b. **Also Present:** Kendall Santucci, Library Director; Laura Williams, Assistant Director/Youth Services Librarian; Guadalupe Rodriguez, Administrative/Technical Services Manager.
- c. **Absent:** Trustee, Earl Gilpin; 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 March 14, 2024
 - i. A MOTION was made by Trustee Morioka and seconded by Trustee Sanchez to approve the minutes from the Regular Board meeting on March 14, 2024. Motion carried unanimously.
- b. Minutes from Budget Committee Meeting on March 14, 2024
 - i. A MOTION was made by Trustee Caffero and seconded by Trustee Yarnell to approve the minutes from the Budget Committee Meeting on March 14, 2024. Motion carried unanimously.
- c. Minutes from Executive Session Meeting on March 14, 2024
 - i. A MOTION was made by Trustee Caffero and seconded by Trustee Yarnell to approve the minutes from the Executive Session Meeting on March 14, 2024. Motion carried unanimously.

F. Financial Report – April 2024

a. Treasurers Report April 2024

- i. A MOTION was made by Trustee Morioka and seconded by Trustee Yarnell to approve the checks written in April 2024, #31771 - #31792, totaling \$20,401.31 from the General Revenue Fund. Motion carried unanimously. Trustee Caffero inquired if the April Deposits were going to be included in the May 2024 Financial Report, Director Santucci stated both April and May 2024 will be included.

G. Director's Report -March-April 2024

- i. A MOTION was made by Trustee Yarnell and seconded by Trustee Caffero to approve the Director's Report for March-April 2024. Motion carried unanimously. Trustee Yarnell asked for clarification about the Arbor Day Program being hosted by the Village of Schiller Park, Director Santucci stated the program will be held on Wednesday, April 24, 2024, at Stalica Park's Playground from 3:30-5:00pm, in which the library will be hosting a Story Walk during the event. Director Santucci invited the Library Board to register for this year's Annual Trustee Banquet LACONI event.

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H. Committee Reports

None

I. Old Business

a. Basement Flooring Bid-Hancock Engineering/Johnson Flooring

- i. A MOTION was made by Trustee Yarnell and seconded by Trustee Lima to approve the basement flooring bid not to exceed \$49,579.00 from Hancock Engineering/Johnson Flooring. Motion carried unanimously. Trustee Fanselow inquired about an estimated timeframe as to when the flooring installation will be completed, Director Santucci stated she will contact Hancock Engineering for a timeframe.

J. Executive Session

None

K. New Business

a. Staff Salaries & Salary Schedule for FY 2024-25

- i. A MOTION was made by Trustee Morioka and seconded by Trustee Sanchez to approve a cost-of-living increase for all library staff except the Director of 3% above their current pay rate for the 2024/25 fiscal year, up to their position's salary cap according to the 2024/25 Salary Schedule, effective May 1, 2024. For those staff who reach their salary cap with less than a 3% increase to their base pay rate, a one-time bonus will be issued for the difference between the percentage of increase to the employee's base pay rate and 3% of their current pay rate. Motion carried unanimously.

b. Library Budget for FY 2024-25

- i. A MOTION was made by Trustee Yarnell and seconded by Trustee Morioka to approve the Library Budget for FY 2024-25 as presented by the Director. Motion carried unanimously.

c. Non-Resident Library Card Policy for FY 2023/24

- i. A MOTION was made by Trustee Lima and seconded by Trustee Yarnell to approve the Non-Resident Library Card Policy at a rate of \$305 for Non-Residents for fiscal year 2024/25 beginning May 1, 2024. Motion carried unanimously.

d. Proposal for Teen Corner Reference Desk

- i. A MOTION was made by Trustee Morioka and seconded by Trustee Lima to approve the Proposal for a Teen Corner Reference Desk with a budget not to exceed \$5,000. Motion carried unanimously.

e. Amended Policy Review Schedule 2024

- i. A MOTION was made by Trustee Yarnell and seconded by Trustee Morioka to approve the Amended Policy Review Schedule 2024. Motion carried unanimously.

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L. Communications

None

M. Trustee Comments-Non Agenda Items

Trustee Fanselow presented Director Santucci with a U.S. flag from the WoodmenLife Organization. Trustee Lima thanked the library staff for providing great programming to the community especially the Wii Bowling program for seniors.

N. Adjournment

- i. A MOTION was made by Trustee Yarnell and seconded by Trustee Morioka to adjourn the meeting at 8:10pm. Motion carried unanimously.

O. Next Meeting, May 9, 2024, 7:00 pm

Respectfully submitted,

Jennifer Yarnell

Secretary