

**SCHILLER PARK PUBLIC LIBRARY
BOARD OF DIRECTORS
MINUTES OF THE BOARD MEETING:
May 9, 2024**

A. Call to Order

President Fanselow called the meeting to order at 7:03 p.m.

B. Pledge of Allegiance

C. Roll Call

- a. **Present:** Audrey Fanselow, President; Diana Caffero, Vice President; Diane Morioka*, Treasurer; Jennifer Yarnell, Secretary; Trustee Karen Lima; Trustee Patricia Sanchez; Trustee Earl Gilpin. *Trustee Diane Morioka arrived at 7:07pm.
- b. **Also Present:** Kendall Santucci, Library Director; Laura Williams, Assistant Director/Youth Services Librarian; Guadalupe Rodriguez, Administrative/Technical Services Manager.
- c. **Absent:** Terri Sheridan, Village Trustee/Library Liaison.
- d. A quorum was present.

D. Guests and Public Commentary (limited to 15 minutes total)

Chmura family and Forner family thanked the library for celebrating their child.

E. Award Presentations-1,000 Books Before Kindergarten

President Fanselow presented Nora C. and Hailey F. with a graduation certificate on behalf of the Library Board.

F. Minutes from Previous Meetings

a. Minutes from Regular Meeting April 2, 2024

A MOTION was made by Trustee Lima and seconded by Trustee Yarnell to approve the minutes from Regular Meeting on April 2, 2024. Motion carried unanimously.

G. Financial Report

a. Treasurer's Report Fiscal Year 2023-2024

A MOTION was made by Trustee Morioka and seconded by Trustee Gilpin to approve the May 2024 Report for checks #31791 through #31822 totaling \$37,001.83 from the General Revenue Fund. Motion carried unanimously.

H. Director's Report

a. April –May 2024 Report

A MOTION was made by Trustee Yarnell and seconded by Trustee Caffero to approve the April-May 2024 Report. Motion carried unanimously. Director Santucci thanked the library board for participating in village and library held events. Trustee

Morioka inquired about meaning of PIC Meeting, Director Santucci explained that it is a bimonthly meeting held with staff designated to be "Person in Charge".

b. Bookmark Contest Winner Selection

The Board selected a lucky winner from the library's bookmark contest that was held in honor of National Library Week in April 2024.

I. Committee Reports

None

J. Old Business

None

K. Executive Session

None

L. New Business

a. Proposed Fund Balance Policy

A MOTION was made by Trustee Lima and seconded by Trustee Caffero to approve the Proposed Fund Balance Policy. Motion failed. Discussion of the above policy was tabled for a second reading in the June 2024 meeting.

b. Proposed Capitalization Policy

A MOTION was made by Trustee Yarnell and seconded by Trustee Morioka to approve the Proposed Capitalization Policy to include new threshold of \$2,500 instead of the current \$4,000. Motion carried unanimously.

c. Proposed Investment Policy

A MOTION was made by Trustee Gilpin and seconded by Trustee Lima to approve the Proposed Investment Policy. Motion carried unanimously.

d. Establishment of Special Reserve Fund

A discussion was presented to the library board by Director Kendall to suggest the library in enrolling in a Special Reserve Fund. The board suggested several edits to Director Santucci for a 2nd reading at the June 2024 meeting.

e. Disposal List

A MOTION was made by Trustee Gilpin and seconded by Trustee Sanchez to approve the disposal of items on the list submitted by Director Santucci, provided items in fair condition be sold or donated if possible. Motion carried unanimously.

f. Mechanical Upgrades Proposal, StudioGC

A MOTION was made by Trustee Morioka and seconded by Trustee Yarnell to approve the Mechanical Upgrades Proposal from StudioGC. Motion failed by unanimous vote. The motion failed with 0 in favour and 7 against by a ballot vote. Discussion of the above proposal was tabled for a second reading in the June 2024 Meeting.

M. Communications

a. Serving Our Public 4.0: Standards for Illinois Public Libraries, Chapters 1 & 2

Director Santucci discussed the library's progress toward meeting all items on the checklist at the end of the chapter.

b. Policy Review Committees

Director Santucci reviewed the list of the Committees of the Schiller Park Library for Fiscal Year 2024-2025.

N. Trustee Comments-Non-Agenda Items

None

O. Adjournment

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

P. Next Meeting, June 13, 2024, 7:00pm

Respectfully submitted,

Jennifer Yarnell
Secretary