

**SCHILLER PARK PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES OF THE BOARD MEETING  
June 13, 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; Diane Morioka, Treasurer; Jennifer Yarnell, Secretary; Karen Lima; Earl Gilpin; Patricia Sanchez.
- b. **Also Present:** Kendall Santucci, Library Director; Laura Williams, Assistant Director/Youth Services Librarian; Guadalupe Rodriguez, Administrative/Technical Services Manager; Terri Sheridan, Village Trustee & Library Liaison.
- c. **Absent: None**
- d. A quorum was present.

**D. Guests and Public Commentary**

Trustee Fanselow welcomed back Village Trustee & Library Liaison, Terri Sheridan.

**E. Minutes from Previous Meetings**

- a. Minutes from Regular Board Meeting May 9, 2024
  - i. A MOTION was made by Trustee Caffero and seconded by Trustee Gilpin to approve the minutes from the Regular Board meeting on May 9, 2024. Motion carried unanimously.
- b. Minutes from Budget & Finance Committee Meeting on May 9, 2024
  - i. A MOTION was made by Trustee Caffero and seconded by Trustee Yarnell to approve the minutes from the Budget & Finance Committee Meeting on May 9, 2024. Motion carried unanimously.

**F. Financial Report – May 2024**

- a. A MOTION was made by Trustee Morioka and seconded by Trustee Gilpin to approve the checks written in May 2024, #31823 - #31861, totaling \$138,608.17 from the General Revenue Fund, including any corrections suggested by Treasurer Morioka. Motion carried unanimously. After the meeting, the Treasurer asked the Director to void and re-issue check's #31862, #31836, #31856 and #31826 due to a computation error.

**G. Director's Report -May - June 2024**

- a. A MOTION was made by Trustee Lima and seconded by Trustee Yarnell to approve the Director's Report for May-June 2024. Motion carried unanimously. Director Santucci stated that the basement's flooring project has now been complete as of Wednesday, June 12, 2024.

**H. Committee Reports**

None

**I. Old Business**

- a. **Proposed Fund Balance Second Reading-**
  - i. A MOTION was made by Trustee Gilpin and seconded by Trustee Morioka to approve the Proposed Fund Balance Policy. Motion carried unanimously.
- b. **Establishment of Special Reserve Fund**
  - i. A MOTION was made by Trustee Yarnell and seconded by Trustee Caffero to approve Establishment of Special Reserve Fund. Motion carried unanimously.

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**c. Establishment of Special Reserve Fund Plan**

- i. A MOTION was made by Trustee Caffero and seconded by Trustee Gilpin to approve the Establishment of Special Reserve Fund Plan with minor edits to Section 5. Motion carried unanimously.

**d. Mechanical Upgrades Project Management Proposals**

- i. A MOTION was made by Trustee Yarnell and seconded by Trustee Lima to approve Studio GC for the HVAC Mechanical Upgrades Project of the library. Motion carried unanimously.

**J. Executive Session**

**None**

**K. New Business**

**a. ILA Annual Conference**

- i. A MOTION was made by Trustee Lima and seconded by Trustee Morioka to approve Director Santucci, Adult/Teen Services Librarian Wallett, and Circulation Manager Binkowski to attend ILA Conference 2024 in Peoria, IL. Motion carried unanimously.

**b. Annual Staff Development Day**

- i. A MOTION was made by Trustee Morioka and seconded by Trustee Gilpin to approve closing the library to the public on Thursday, July 11, 2024, for a Staff Development Day. Motion carried unanimously.

**c. Proposed Volunteer Policy**

- i. A MOTION was made by Trustee Caffero and seconded by Trustee Yarnell to approve the proposed Volunteer Policy with minor edits. Motion carried unanimously.

**d. Proposed Public Programs Policy**

- i. A MOTION was made by Trustee Lima and seconded by Trustee Sanchez to approve the Proposed Public Programs Policy. Motion carried unanimously.

**e. Proposed Updated Exhibits & Displays Policy**

- i. A MOTION was made by Trustee Gilpin and seconded by Trustee Yarnell to approve the Proposed Updated Exhibits & Displays Policy. Motion carried unanimously.

**f. Industrial Appraisal Company Proposal**

- i. A MOTION was made by Trustee Gilpin and seconded by Trustee Caffero to approve the Industrial Appraisal Company Proposal. Motion carried unanimously.

**g. New Job Description: Public Services Associate**

- i. A MOTION was made by Trustee Yarnell and seconded by Trustee Morioka to approve the New Job Description: Public Services Associate. Motion carried unanimously.

**L. Communications**

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- a. **Serving Our Public 4.0: Standards for Illinois Public Libraries, Chapters 3 & 4**  
Director Santucci discussed the library's progress toward meeting all items on the checklist at the end of each chapter.
  
- b. **FY 2024-Public Library Per Capita Grant letter**

**B. Trustee Comments-Non-Agenda Items**

Trustee Yarnell suggested a mobile user friendly Schiller Park Library Website.

**C.Adjournment**

- 1. A MOTION was made by Trustee Morioka and seconded by Trustee Lima to adjourn the meeting at 8:12. Motion carried unanimously.

**D. Next Meeting, August 8, 2024, 7:00 pm**

Respectfully submitted,

*Jennifer Yarnell*  
Secretary