

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

A. Call to Order

- a. President Fanselow called the meeting to order at 7:08p.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* Trustee Earl Gilpin arrived at 7:16pm.
- b. **Also Present:** Kendall Santucci, Library Director; Laura Williams, Assistant Director/Children’s Librarian; Guadalupe Rodriguez, Administrative/Technical Services Manager.
- c. **Absent:** Trustee, Patricia Sanchez; 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 June 13, 2024

- i. A MOTION was made by Trustee Caffero and seconded by Trustee Lima to approve the minutes from the Regular Board meeting on June 13, 2024. Motion carried unanimously.

b. Minutes from Village & Residents Communication Committee Meeting on June 13, 2024

- i. A MOTION was made by Trustee Yarnell and seconded by Trustee Morioka to approve the minutes from the Village & Residents Communication Committee Meeting on June 13, 2024. Motion carried unanimously.

F. Financial Report

a. Treasurer’s Report –July- August 2024

- a. A MOTION was made by Trustee Yarnell and seconded by Trustee Morioka to approve the checks written in July 2024, #31865 - #31869, totaling \$7,898.03 from the General Revenue Fund, including any corrections suggested by Treasurer Morioka. Motion carried unanimously.
- b. A MOTION was made by Trustee Yarnell and seconded by Trustee Morioka to approve the checks written in August 2024, #31870 - #31908, totaling \$97,263.55 from the General Revenue Fund, including any corrections suggested by Treasurer Morioka. Motion carried unanimously. Check #31900 was voided due to a printing error and check #31908 was added to pay for Village of Schiller Park water bill. Treasurer’s Report has been updated to reflect these changes.

G. Director’s Report -July - August 2024

- a. A MOTION was made by Trustee Caffero and seconded by Trustee Lima to approve the Director’s Report for July-August 2024. Motion carried unanimously.

H. Committee Reports

None

I. Old Business

None

J. Executive Session

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a. To discuss appointment, employment, leave, resignation, compensation, discipline, performance, or dismissal of specific library employees.

- i. A MOTION was made by Trustee Gilpin and seconded by Trustee Caffero to enter Executive Session at 7:21p.m. Motion carried unanimously.
- ii. A MOTION was made by Trustee Yarnell and seconded by Trustee Morioka to adjourn Executive Session at 7:39 p.m. Motion carried unanimously.

Roll Call to Reconvene: 7:46pm

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

K. New Business

a. Meeting Room Application

- i. A MOTION was made by Trustee Yarnell and seconded by Trustee Lima to approve the proposed Meeting Room Application pending further investigation of liability insurance. Motion carried unanimously.

b. Proposal to Purge Expired User Records

- i. A MOTION was made by Trustee Morioka and seconded by Trustee Yarnell to approve the Proposal to Purge Expired User Records. Motion carried unanimously.

c. Proposal to Proceed with Building Repair

- i. A MOTION was made by Trustee Lima and seconded by Trustee Yarnell to approve the Proposal to Proceed with Building Repair. Motion carried unanimously.

d. Updated Circulation Policy

- i. President Fanselow recommended moving this forward to a Second Reading and action item at the next Board meeting.

e. New Confidentiality of Library Records Policy

- i. President Fanselow recommended moving this forward to a Second Reading and action item at the next Board meeting.

f. Updated Library Meeting & Study Room Policy

- i. President Fanselow recommended moving this forward to a Second Reading and action item at the next Board meeting.

g. Updated Internet Acceptable Use Policy

- i. President Fanselow recommended moving this forward to a Second Reading and action item at the next Board meeting.

L. Communications

- a. **Serving Our Public 4.0: Standards for Illinois Public Libraries, Chapters 5 & 6**

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

M. Trustee Comments-Non-Agenda Items

Trustees Yarnell and Morioka presented and discussed ideas to improve library services from the American Library Association's annual conference in June 2024.

N. Adjournment

- a. A MOTION was made by Trustee Morioka and seconded by Trustee Gilpin to adjourn the meeting at 8:33pm. Motion carried unanimously.

O. Next Meeting, September 12, 2024, 7:00 pm

Respectfully submitted,

Jennifer Yarnell
Secretary