

**SCHILLER PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE BOARD MEETING
September 12, 2024**

A. Call to Order

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

B. Pledge of Allegiance

C. Roll Call

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

D. Guests and Public Commentary

Superintendent Nick Polyak from District 212 Leyden High School’s presented information about the 100th year anniversary celebration for Leyden High Schools.

E. Minutes from Previous Meetings

- a. Minutes from Regular Board Meeting August 8, 2024
 - i. A MOTION was made by Trustee Morioka and seconded by Trustee Lima to approve the minutes from the Regular Board meeting on August 8, 2024. Motion carried unanimously.
- b. Minutes from Policy Committee Meeting on August 8, 2024
 - i. A MOTION was made by Trustee Caffero and seconded by Trustee Sanchez to approve the minutes from the Policy Committee Meeting on August 8, 2024. Motion carried unanimously.
- c. Minutes from Executive Session Meeting on August 8, 2024
 - i. A MOTION was made by Trustee Lima and seconded by Trustee Morioka to approve the minutes from the Executive Session Meeting on August 8, 2024. Motion carried unanimously.

F. Financial Report – Treasurer’s Report September 2024

- a. A MOTION was made by Trustee Morioka and seconded by Trustee Lima to approve the checks written in September 2024, #31909 - #31945, totaling \$180,998.98 from the General Revenue Fund, including any corrections suggested by Treasurer Morioka at the end of the meeting. Motion carried unanimously. Trustee Caffero wanted clarification on the current layout of the Treasurer’s Report. Director Santucci said she can adjust the layout for a better understanding of the report.

G. Director’s Report –September 2024

- a. A MOTION was made by Trustee Morioka and seconded by Trustee Caffero to approve the Director’s Report for September 2024. Motion carried unanimously. Director Santucci invited the library board to assist with the library’s booksale that is going to be held on Saturday, September 21, 2024. Director Santucci stated that a new Circulation Manager was hired and the tentative start date is September 16, 2024.

H. Committee Reports

None

I. Old Business

**SCHILLER PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE BOARD MEETING
September 12, 2024**

a. Updated Circulation Policy-Second Reading

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

b. New Confidentiality of Library Records Policy-Second Reading

- i. A MOTION was made by Trustee Morioka and seconded by Trustee Lima to approve the new Confidentiality of Library Records Policy. Motion carried unanimously.

c. Updated Library Meeting & Study Room Policy- Second Reading

- i. A MOTION was made by Trustee Lima and seconded by Trustee Sanchez to approve the Updated Library Meeting & Study Room Policy. Motion carried unanimously.

d. Updated Internet Acceptable Use Policy-Second Reading

- i. A MOTION was made by Trustee Morioka and seconded by Trustee Sanchez to approve the Updated Internet Acceptable Use Policy. Motion carried unanimously.

J. Executive Session

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

- a. A MOTION was made by Trustee Morioka and seconded by Trustee Sanchez to enter Executive Session at 7:30p.m. Motion carried unanimously.
- b. A MOTION was made by Trustee Lima and seconded by Trustee Sanchez to adjourn Executive Session at 7:37p.m. Motion carried unanimously.

Roll Call to Reconvene: 7:44p.m.

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

K. New Business

a. 2025 Board Meeting Schedule

- i. A MOTION was made by Trustee Morioka and seconded by Trustee Lima to approve the 2025 Board Meeting Schedule. Motion carried unanimously.

b. 2025 Holiday Closure Schedule

- i. A MOTION was made by Trustee Morioka and seconded by Trustee Sanchez to approve the 2025 Holiday Closure Schedule. Motion carried unanimously.

c. Website and Event Calendar Upgrade

- i. Director Santucci presented the board with a few suggestions of vendors for the library’s website and calendar upgrade.

**SCHILLER PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE BOARD MEETING
September 12, 2024**

Vice President Caffero recommended moving this forward to a Second Reading and action item at the next Board meeting.

L. Communications

Serving Our Public 4.0: Standards for Illinois Public Libraries, Chapters 7 & 8

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

Trustee Lima thanked library staff for assisting at the car show previously held on August, 24, 2024.

N. Adjournment

a. A MOTION was made by Trustee Morioka and seconded by Trustee Lima to adjourn the meeting at 8:19 p.m. Motion carried unanimously.

O. Next Meeting, October 10, 2024, 7:00 pm.

Respectfully submitted,

Karen Lima

Secretary Pro Tem