

**SCHILLER PARK PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES OF THE BOARD MEETING  
October 10, 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; Jennifer Yarnell, Secretary; Karen Lima; Patricia Sanchez; Earl Gilpin\*.  
\* Trustee Earl Gilpin arrived at 7:15pm.
- b. **Also Present:** Kendall Santucci, Library Director; Laura Williams, Assistant Director/Children’s Librarian; Guadalupe Rodriguez, Administrative/Technical Services Manager.
- c. **Absent:** Treasurer, Diane Morioka; 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 September 12, 2024**
  - i. A MOTION was made by Trustee Lima and seconded by Trustee Yarnell to approve the minutes from the Regular Board meeting on September 12, 2024. Motion carried unanimously.
- b. **Minutes from Executive Session on September 12, 2024**
  - i. A MOTION was made by Trustee Caffero and seconded by Trustee Lima to approve the minutes from the Executive Session Meeting on September 12, 2024. Motion carried unanimously.

**F. Financial Report**

**a. Treasurer’s Report –October 2024**

- a. A MOTION was made by Trustee Yarnell and seconded by Trustee Caffero to approve the checks written in October 2024, #31948 - #31977, totaling \$90,306.44 from the General Revenue Fund. Motion carried unanimously.

**G. Director’s Report –October 2024**

- a. A MOTION was made by Trustee Caffero and seconded by Trustee Sanchez to approve the Director’s Report for October 2024. Motion carried unanimously. Director Santucci stated that the HVAC project will be placed momentarily on hold.

**H. Committee Reports**

None

**I. Old Business**

**a. Website and Event Calendar Proposal**

- i. A MOTION was made by Trustee Yarnell and seconded by Trustee Gilpin to approve the Website and Event Calendar Upgrade Proposal. Motion carried unanimously.

**J. New Business**

**a. Draft UPDATED Reference Services Policy-First Reading**

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

**b. Draft Local Records Retention and Disposal of Property Policy-First Reading**

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

**c. Food Pantry Proposal**

- i. A MOTION was made by Trustee Lima and seconded by Trustee Gilpin to approve the Food Pantry Proposal as proposed by the Library Director. Motion carried unanimously.

**d. Meeting Room Application**

- i. A MOTION was made by Trustee Caffero and seconded by Trustee Gilpin to approve the Meeting Room Application submitted to the library for the use of Library facilities pending further investigation of liability insurance. Motion carried unanimously.

**e. Disposal List**

- i. A MOTION was made by Trustee Lima and seconded by Trustee Yarnell to approve the Disposal List of items that are no longer in use. Motion carried unanimously.

**K. Communications**

**a. Serving Our Public 4.0: Standards for Illinois Public Libraries, Chapters 9 & 10**

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 expressed she will not be able to participate in this year's Village of Schiller Park's annual Fall Fest.

**N. Adjournment**

- a. A MOTION was made by Trustee Yarnell and seconded by Trustee Lima to adjourn the meeting at 7:52pm. Motion carried unanimously.

**O. Next Meeting, November 14, 2024, 7:00 pm**

Respectfully submitted,

*Jennifer Yarnell*

Secretary