

**SCHILLER PARK PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES OF THE POLICY COMMITTEE  
October 10, 2024**

**A. Call to Order**

- a. President Fanselow called the meeting to order at 6:31p.m.

**B. Roll Call**

- a. **Present Trustees:** Audrey Fanselow, President; Diana Caffero, Vice President; Trustee, Karen Lima.
- b. **Also Present:** Kendall Santucci, Library Director; Laura Williams, Assistant Director/Children’s Librarian; Guadalupe Rodriguez, Administrative/Technical Services Manager.
- c. **Absent: None**
- d. A quorum was present.

**C. Guests and Public Commentary**

**None**

**D. Review and discussion of the proposed policy updates**

**a. Draft Updated Reference Services Policy.**

Director Santucci presented the following proposed policy updates to the Draft Updated Reference Services Policy to the committee.

The committee agreed to consider these proposed policy updates and suggested edits for a Second Reading at the November 14, 2024, Board Meeting.

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

Director Santucci presented the following proposed policy updates to the Draft Local Records Retention and Disposal of Property Policy.

The committee agreed to consider these proposed policy updates and suggested edits for a Second Reading at the November 14, 2024, Board Meeting.

**E. Adjournment**

- a. A MOTION was made by Trustee Caffero and Seconded by Trustee Lima to adjourn the meeting at 6:40pm. Motion carried unanimously.

Respectfully submitted,

*Guadalupe Rodriguez*

Recording Secretary

Administrative/Technical Services Manager