

WESTCHESTER LIBRARY BOARD OF TRUSTEES  
COTW MEETING MINUTES  
February 13, 2017

LIBRARY BUILDING  
10700 CANTERBURY ST.  
WESTCHESTER, IL 60154

Pledge of Allegiance

1. **Roll Call:** 7:05 PM by President Cathy Kuratko. Present were President Cathy Kuratko, Treasurer Jerry Chenski, Vice-President John Lamberti, Secretary Demitrus Evans, Trustee Jenice Hampton, and Trustee Elizabeth Hunter. Also Present: Director Fidencio Marbella, Assistant Director Bonnie Schwanz, Business Manager Allison Muzal. Absent: Trustee Sandy Laszkiewicz

2. **Public Comment** -No Comments

3. **New Business**

A. Policy Review

2.1.3 Non Resident Library Cards – we would provide library cards to unincorporated areas near Westchester, mandated by the State, calculation comes out to what residents would pay in property taxes to support the library.

5.1 Purchases - sets limits of what Director can spend without approval; also we do not have to accept bids just because we request them

5.2 Credit card Use - there is only one card that we share, question on the credit limit, may want to remove the credit limit amount. 95 % of the purchases are from Amazon.

6.81 Firearms and Weapon - Written by our attorney after conceal and carry laws were changed.

B. Website up and running, now hosted on Olive Street's servers rather than Network Solutions; Restroom remodeling update - still working on countertops and dry walling, Citizens Utility program well attended, Chocolates from Around the World and Chair exercising programs coming up. Discussed Club House ideas for underneath the Youth stairwell.

C. Restroom-construction and engineering Design Work - Budget \$21,705, \$12,000 below budget, but we need figures for work on dry walling and other punch list items. Also there is \$35,510 from the state Live & Learn construction grant that will be deducted from our final cost.

D. Proposal from 20/10 Engineering for Fire Alarm Replacement -

- \$7,900 to oversee the entire project, design, bidding, construction. 20/10 does not think there will be a construction manager needed. Should complete in the Spring.
- Requested a proposal for the HVAC. Would like to start the process in March so may schedule a voting meeting for the same time as the COTW in March.
- For the HVAC there are grants that expire in May, when all of the work would have to be completed. In 2018 the utilities will take over the grants. The grants depend on how much energy you save and because our system is so old we should be able to get a good amount of incentives, but the May deadline may be difficult for any firm to meet. The grants can cover up to 75% of the costs.

- Would like to see a second proposal for the fire alarm replacement. The issue is we do not want to pay for a second assessment, but we will find out if there needs to be a full assessment that will cost the library. This would only be for the fire alarm assessment.

E. Children's Ideas - Thinking of installing a puppet theatre and the library contacted donors; one of them agreed to contribute. The architect's fee will be \$5,600+ printing of pictures. They are the same architect that designed the restrooms. This fee is for the design work and for overseeing the construction. They will also help with furniture choices for Fiction.

**4. Unfinished Business-** None

**5. Public Comments-** No Public

**6. Board Comment-** Special promotion in April or May for Food for Fines, discussed a sign board for outside to advertise programming at the Library.

**7. Executive Session-**

At 7:59 PM, motion by President Cathy Kuratko that we go into Executive session for purposes of discussing Library Director's Annual Review, 2nd by Secretary Demitrus Evans, Roll Call vote: President Cathy Kuratko, Secretary Demitrus Evans, Treasurer Jerry Chenski, Vice-President John Lamberti, Trustee Jenice Hampton, Trustee Elizabeth Hunter all ayes, motion carried

8. At 8:20 the board returned from Executive Session, Roll Call: present were President Cathy Kuratko, Secretary Demitrus Evans, Treasurer Jerry Chenski, Vice-President John Lamberti, Trustee Jenice Hampton, Trustee Elizabeth Hunter.

**9. Adjournment:** Motioned by President Cathy Kuratko that we adjourn at 8:21 PM, 2nd by Vice-President John Lamberti, motion carried.

Submitted by Secretary Demitrus Evans