

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE WESTCHESTER PUBLIC LIBRARY, WESTCHESTER, ILLINOIS, HELD IN THE COMMUNITY ROOM OF THE WESTCHESTER PUBLIC LIBRARY, 10700 CANTERBURY STREET AT 7:00 PM ON MONDAY, FEBRUARY 26, 2018**

**1. Pledge of Allegiance**

- a. The meeting opened at 7:08 PM with the Pledge of Allegiance

**2. Call to Order and Roll Call**

- a. President John Lamberti called the meeting to order at 7:08 PM. Present were President John Lamberti, Treasurer Demitrus Evans, Trustee Janette Maldonado and Trustee Fred Poppe. Absent were Trustee Gerald Chenski, Vice-President Elizabeth Hunter and Secretary Jenice Hampton. Also present were Director Fidencio Marbella, Assistant Director Bonnie Schwanz and Business Manager Allison Muzal. Vice-President Elizabeth Hunter arrived at 7:10 PM and Secretary Hampton arrived at 7:18 PM.

**3. Public Comment** – no public comment

**4. Review of Minutes**

- a. COTW Meeting, January 8, 2018 – President Lamberti motioned to accept the minutes as presented, seconded by Treasurer Evans, motion carried, 5 ayes, 0 nays, 2 absent.
- b. Regular Meeting, January 22, 2018 – President Lamberti motioned to accept the minutes after the correction of one spelling error, seconded by Trustee Poppe, motion carried, 5 ayes, 0 nays, 2 absent.
- c. COTW Meeting, February 12, 2018 – not yet available, action deferred.

**5. New Business**

- a. Payment of Bills – President Lamberti motioned to approve the payment of bills in the amount of \$31,052.90, seconded by Treasurer Evans, motion carried, 5 ayes, 0 nays, 2 absent.
- b. Treasurer's Report – Treasurer Evans reported that the Payment of Bills report now includes associated account numbers (per the board request), that the Library during for the month received \$25,222.76 in tax levy income and that the Library continues to maintain sufficient reserves to cover at least six months of operating expenses. Trustee Maldonado motioned to accept the Treasurer's Report, seconded by Trustee Poppe, motion carried, 5 ayes, 0 nays, 2 absent.
- c. Amend Policies 6.2 Job Openings and 6.71 COBRA Benefits Continuation – President Lamberti motioned to approve amending these two policies with the changes discussed at the February COTW meeting, seconded by Vice-President Hunter, motion carried, 6 ayes, 0 nays, 1 absent.

- d. Reaffirm Policy 6.13 Family and Medical Leave Policy and Procedures – President Lamberti motioned to approve this policy as is, seconded by Treasurer Evans, motion carried, 6 ayes, 0 nays, 1 absent.
6. **Director’s Report** - Director Marbella reported that the Winter Reading Club participation was down significantly and that the library is considering scaling it back or eliminating it. The newspaper digitization project is moving along and the Adult Services staff is very happy with the image quality. Adult Services Manager Ann Weaver’s last date worked will be April 13 and Custodian Jim Panelli’s last date worked will tentatively be April 6. Patrick Callaghan will be promoted to be the new Adult Services Manager. The Library is still working on trying to hold a fall food truck rally. Two trucks have expressed an interest and the Library is working on getting more. President Lamberti motioned to approve the Director’s Report, Treasurer Evans seconded, motion carried, 6 ayes, 0 nays, 1 absent.
7. **Unfinished Business**
  - a. Director Marbella created an agenda for the upcoming Intergovernmental All Boards meeting to be held at Mayfair on March 5 and he discussed how to conduct our meeting since we may have a quorum.
  - b. Business Manager Muzal discussed the draft of the Library’s proposed FY 2018-19 budget.
8. **Board Member Comments** – Trustee Poppe discussed the time he spent at the “Trustee Boot Camp” held by the Illinois Library Association in Oakbrook. He also suggested writing a small article for the monthly Westchester newsletter about the various ways the library helps our residents and possibly expanding it to include other village entities as well, such as the police and fire departments and the park district. Treasurer Evans also spoke about the advocacy ideas brought up at the boot camp.
9. **Public Comment** – no public comment
10. **Executive Session** – At 8:10 PM President Lamberti made the motion to go into Executive Session for the purpose of discussing the library director’s annual review pursuant to Section 2 (c) (1) of the Illinois Open Meetings Act. Treasurer Evans seconded, roll call vote – Trustee Maldonado, Secretary Hampton, Treasurer Evans, Trustee Poppe, President Lamberti, Vice-President Hunter aye, 0 nays, 1 absent, motion carried.
11. **Return from Executive Session** – At 9:00 PM President Lamberti made the motion to return to the regular session from the executive session, seconded by Treasurer Evans, roll call vote – Trustee Maldonado, Treasurer Evans, Trustee Poppe, President Lamberti, Vice-President Hunter, Secretary Hampton aye, 0 nays, 1 absent.
12. **Adjournment** – At 9:01 PM President Lamberti motioned to adjourn, seconded by Treasurer Evans, motion carried, 6 ayes, 0 nays, 1 absent.

**Submitted by Library Director Fidencio Marbella, Westchester Public Library**