

**WESTCHESTER LIBRARY BOARD OF TRUSTEES  
COTW MEETING MINUTES  
March 13, 2017**

**LIBRARY BUILDING  
10700 CANTERBURY ST.  
WESTCHESTER, IL 60154**

1. **Roll Call:** 7:04 PM by President Cathy Kuratko. Present were President Cathy Kuratko, Secretary Demitrus Evans, Trustee Jenice Hampton, Treasurer Jerry Chenski, Trustee Sandy Laszkiewicz and Trustee Elizabeth Hunter. Absent was Vice-President John Lamberti. Also Present: Director Fidencio Marbella, Assistant Director Bonnie Schwanz, Business Manager Allison Muzal and Dan Berg, Partner with Sikich.
2. **Public Comment** – no public

### **3. Discussion Items**

A. FY 2016-17 Audit Report-Annual Financial Report -Required Communications to the Board. There was a delay in completing the audit due to the Village audit getting out late. Library is part of the Illinois Municipal Retirement Fund liability under the Village so the Library's report cannot be completed until the Village's is done. There is then a separate report that is dated, so nothing is released until we have opined on the Village report first. The Library's is dated the week after the Village's. Sikich is working on getting the Village's report done sooner. The financial position and statements present fairly in all material respects. We are in a balanced place.

Separate Capital Budget- We can have a separate budget and can present it separately in the future. The Legal Appropriation Ordinance may or may not include Capital. We could create a wish list for what capital needs we might have for the future. This could be a fluid document.

B. Draft Budget -We dropped legal in legal fees and for payroll and benefits we are planning for different amounts for the first time. Raises will be 0-3 percent. There is one full time employee added. We dropped equipment and maintenance- we budgeted for furniture that we did not yet buy. The computer amount was dropped because the server was purchased this year. For advertising we included the website for this fiscal year and next fiscal year. All of the categories are broken out in Dropbox. For all of the projects like windows, etc. we don't know the exact figures, but HVAC and fire alarm we have estimates. We are looking to approve the budget at the March meeting but it has to be approved no later than the April meeting. There is some uncertainty about the per capita amount this year as the Institute for Museums and Library Services may go away and so we may not get the money.

C. Library Improvement- Making decision on furniture tomorrow: Two sample chairs are on display by fiction. HVAC, working on 2 new quotes and 20/10 Engineering is working on the fire alarm. Sports program was yesterday, but was low in attendance, but previous two programs did well – world chocolates and Citizen's Utility Board. Future capital projects include a new circulation desk and interior/exterior repainting but because the exterior might have lead the exterior may be done separately. Assessing the roofing shingles, getting new carpeting, tuck pointing and new ceiling tiles are also planned for the future. Signage has not yet been included and should have an allocation amount (a new exterior LED sign would involve public hearings and approval from the Village).

**4. Public Comment-** No Public

**5. Board Comments-** Schools include library functions on websites and emails to parents and we can ask to have information sent out with students. Discussion was held over 2 board positions that are open to be filled.

**6. Unfinished Business** –Director surveys not out yet, so it will be postponed. Should say this is from the library on the email.

**7. Executive Session-** not needed

**8. Adjournment-** 8:02 PM

Motion by President Cathy Kuratko to adjourn, 2nd by Trustee Sandy Laszkiewicz- Motion carried, 6 aye, 0 nay, 1 absent.

Submitted by Secretary Demitrus Evans