

MINUTES OF THE COMMITTEE OF THE WHOLE 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, JULY 10, 2017

1. Pledge of Allegiance

The meeting opened at 7:02 PM with the Pledge of Allegiance.

2. Swearing In

Village President Paul Gattuso is unable to attend therefore we will postpone swearing in of Fred Poppe until next meeting on July 24, 2017.

3. Call to Order and Roll Call

President John Lamberti called the meeting to order at 7:02 PM. Present were President John Lamberti, Secretary Jenice Hampton, Trustee Gerald Chenski, Treasurer Demitrus Evans and Trustee Janette Maldonado. Absent was Vice-President Elizabeth Hunter. Also present were Library Director Fidencio Marbella, Assistant Director Bonnie Schwanz, Business Manager Allison Muzal and Mr. Fred Poppe.

4. Public Comment – no public comment

5. Review of policies

- a. 5.3 – Operating budget – policy reviewed and discussion concerning budget availability for approval within 60 days prior to physical year. Decision was made to change policy to read draft budget will be available at least 30 days prior to physical year end.
- b. 5.4 – Working capital reserve – no recommended changes
- c. 5.5 - Accounting – no recommended changes
- d. 5.6 - Financial Reports and Audits - no recommended changes
- e. 5.8 - Library Director Limitation – Policy to be placed on hold for later discussion. Fidencio will follow up with Insurance broker concerning bonding and policy for recommendations. Also spending limitations will be discussed at next meeting.

6. New Business

A. Library improvement ideas

- Fire alarm replacement -pre-bid meeting scheduled for Thursday July 13, 2017. Ad will run Wednesday July 12, in LaGrange newspaper. Bid opening scheduled for July 26, 2017. We will schedule a special meeting in August to select a vendor then. Tentatively scheduled to begin reconstruction sometime after Labor Day and completed by the end of September and have final inspections in early October.
- HVAC Update, Director Marbella presented an update the HVAC project. 20/10 Engineering provided their proposal and estimate, which came in at \$28, 500 flat rate in comparison to Amsco Engineering, which is 8% of the total cost of the project. Project is expected to start in spring of 2018. SEDAC reviewed both proposals and recommended 20/10 engineering. Director Marbella also recommended 20/10 to oversee the project. The board will plan to vote at the next scheduled regular meeting.

- Youth Remodeling – Waiting for clubhouse to be manufactured
- Furniture- Non- fiction furniture has arrived and in place. Fiction furniture will be delivered Wednesday.
- Flooring issue still unresolved, final payment has not be paid.

7. Unfinished Business

- Kris Jacobson, submitted a note of thanks for the donations during her time of bereavement
- Parade ideas- Discussion concerning July 4 parade. The following ideas will be considered:
 - Parade Float
 - Change candy selection
 - Dog treats
 - Competition / Book theme

8. Board Member Comments

Trustee Maldonado mentioned the possibility of presenting a financial service workshop sometime in the future. Trustee Maldonado also inquired if data is tracked concerning attendance of programs offered by library. Director Marbella and Assistant Director Schwanz replied data is tracked and submitted to the state library annually in the Illinois Public Library Annual Report (IPLAR).

In reviewing the bank statement Fred Poppe requested clarification concerning bills and expenditures. Allison Muzal explained all accounts in detail to his satisfaction.

9. Public Comment – no public comment

10. Adjournment

At 7:46 PM President Lamberti motioned to adjourn, seconded by Demitrus Evans, motion approved, 6 ayes, 0 nays.

Submitted by Jenice Hampton, Secretary, Westchester Public Library Board of Trustees