

**WESTCHESTER LIBRARY BOARD OF TRUSTEES  
COTW MEETING MINUTES  
JULY 11, 2016**

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

1. Pledge of Allegiance
2. Call to Order and Roll Call. President Cathy Kuratko called the meeting to order at 7:02 PM. Present: President Cathy Kuratko, Vice President John Lamberti, Treasurer Gerald Chenski, Secretary Demitrus Evans and Trustee Sandra Trojak-Laszkiwicz. Absent: Trustees Heather Susnik and Jenice Hampton  
Also present: Director Fidencio Marbella, Assistant Director Bonnie Schwanz and Business Manager Allison Muzal
3. Public Comment-None
4. Discussion Items
  - A. Review Policies
    - 6.20 Workplace Safety - no change
    - 6.21 Reporting Accidents - no change
    - 6.22 Timesheets – amend since library staff are now clocking in via computer and not written timesheets
    - 6.23 Payday -no change
    - 6.24 Community Relationship -no change
    - 6.25 Personal Relations of Employees -no change
    - 6.28 Library Patron Confidentiality – no change
    - 6.34 Employee Nametags – no change
    - 6.36 Mail at Westchester Public Library – no change
  - B. Library improvement ideas –Director Marbella discussed the website redesign, the possibility of pushing up the mechanical assessment of the library HVAC system since the Department of Commerce and Economic Opportunity energy incentives have resumed and went over the restroom/workroom remodeling. He also said that the library will be adding two surveillance cameras to provide coverage at the front of the building.
5. Unfinished Business -None
6. Public Comment –None
7. Board Member Comment –
8. Adjournment - At 7:19 PM President Kuratko motioned to adjourn, second by Trustee Laszkiewicz, 5 ayes, 0 nays, 2 absent.

**Submitted by Demitrus Evans, Secretary, Westchester Public Library Board of Trustees**