

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, JULY 24, 2017

1. Pledge of Allegiance

The meeting opened at 7:06 PM with the Pledge of Allegiance.

2. Swearing In

Village Clerk Stan Koldziej conducted the swearing in of newly appointed Trustee Fred Poppe.

3. Call to Order and Roll Call

President John Lamberti called the meeting to order at 7:08 PM. Present were President John Lamberti, Vice President Elizabeth Hunter, Secretary Jenice Hampton, Trustee Gerald Chenski, and Trustee Fred Poppe. Treasurer Demitrus Evans and Trustee Janette Maldonado were absent. Also present were Library Director Fidencio Marbella, Assistant Director Bonnie Schwanz, Business Manager Allison Muzal and Westchester Village Clerk Stan Kolodziej.

4. Public Comment – no public comment

5. Review of Minutes

- a. Regular Meeting, May 22, 2017, President Lamberti motioned to accept, seconded by Secretary Hampton, motion carried, 5 ayes, 0 nays.
- b. COTW Meeting, June 12, 2017, Secretary Hampton motioned to accept, seconded by Vice President Hunter, motion carried 5 ayes, 0 nays.
- c. Special Meeting, June 12, 2017, President Lamberti motioned to accept, seconded by Trustee Chenski motion carried, 5 ayes, 0 nays.
- d. Regular Meeting, June 26, 2017, not available action deferred.
- e. COTW Meeting July 10, 2017, President Lamberti motioned to accept, seconded by Trustee Chenski (with suggested amendments) motion carried, 5 ayes, 0 nays.

6. **New Business**

- a. **Payment of Bills**- President Lamberti motioned to approve payment of bills in the amount of \$37, 312.77, seconded by Trustee Chenski, motion carried, 5 ayes, 0 nays.
- b. **Treasurer's Report**-Allison Muzal reported there would be some formatting change in the treasurer's report to reflect/match the audit sheet. Secretary Hampton motioned to accept the Treasurer's report, seconded by Vice President Hunter, motion carried, 5 ayes, 0 nays.
- c. **Selection of Engineering Firm to Oversee and Design HVAC Upgrade Replacement** - Proposals for both 20/10 Engineering and Amsco Engineering were submitted to the Smart Energy Design Assistance Center (SEDAC). The response received back from SEDAC was in favor of 20/10 Engineering's proposal. Director Marbella is also comfortable with and in favor of 20/10 Engineering. Trustee Chenski motioned to hire 20/10 Engineering to oversee the HVAC replacement project in the amount of \$28,500 seconded by Vice President Hunter, motion carried 5 ayes, 0 nays.
- d. **Reaffirm Policies**- Treasurer Hunter motioned the following policies are reaffirmed: 5.4 Working Capital Reserves, 5.5 Accounting, and 5.6 Financial Reports and Audits, seconded by Trustee Chenski, motion carried 5 ayes, 0 nays.
- e. **Amended Policies** - Secretary Hampton motioned to approve amended policies 5.3 Operating Budget and 5.8 Library Director Limitation with changes as discussed, seconded by Trustee Poppe, motion carried 5 ayes, 0 nays.

7. **Director's Report**-Director Marbella reported changes would be made in the youth department. Programs will begin to be held in the youth department on the second floor as opposed to on the lower level. This will allow the programs to be more visible and attract/increase attendance. The drone demonstration went well with approximately 20 participants. Discussion concerning future potential ideas Included possibly having Food Truck Sunday. Furniture has been delivered and in place also carpets were cleaned on July 22, 2017. A special meeting will be scheduled for July 31, 2017 to approve the selection of the lowest responsible bidder for the fire alarm replacement project. Trustee Chenski recommended we highlight and recognize one of the library staff members who was complimented for assisting a library patron. President Lamberti motioned to accept the Directors Report, seconded by Trustee Chenski, 5 ayes, 0 nays.

8. **Unfinished Business – None**

9. **Board member comment**- Trustee Poppe recommended a letter from the board be provided to the outstanding staff member to acknowledge his work and willingness to assist library patrons beyond expectations.

10. **Executive Session-** At 7:57 PM President Lamberti motioned that the board go into Executive session for the purpose of discussing the minutes of meetings lawfully closed under the Illinois Open Meetings Act, for purposes of the semi-annual review of the minutes as mandated by section 2.06 pursuant to Section 2.(c)(21) of the Illinois Open Meetings Act. Roll call vote: President Lamberti, Vice-President, Hunter, Secretary Hampton, Trustee Chenski, and Trustee Poppe aye, with Treasurer Evans and Trustee Maldonado absent.

At 8:26 the board returned from Executive session, Roll call: present were President Lamberti, Vice President, Hunter, Secretary Hampton, Trustee Chenski, Trustee Poppe.

11. Determination of Minutes of Executive Meetings

Secretary Hampton made the motion that the minutes of March 28, 2016 and June 26, 2017 no longer require confidential treatment and are available for public inspection and that the need for confidentiality still exists for the executive session minutes from August 12, 2013, November 11, 2013, February 24, 2014, May 19, 2014, May 30, 2014, June 23, 2014, September 28, 2015, November 9, 2015, December 14, 2015, October 24, 2016, November 28, 2016, December 19, 2016, February 13, 2017, April 24, 2017, May 8, 2017 (2), May 22, 2017 and June 12, 2017. Seconded by Trustee Chenski, 5 ayes, 0 nays, motion approved.

12. Adjournment

At 8:30 PM President Lamberti motioned to adjourn, seconded by Trustee Chenski, motion approved, 5 ayes, 0 nays.

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