

**WESTCHESTER LIBRARY BOARD OF TRUSTEES  
REGULAR MEETING MINUTES  
JULY 25, 2016**

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

1. Pledge of Allegiance
2. Call to Order & Roll Call 7:06 pm. Present: Vice President John Lamberti, Trustee Jenice Hampton, Trustee Heather Susnik, Secretary Demitrus Evans. Also present were: Director Fidencio Marbella, Business Manager Allison Muzal, , Absent: President Cathy Kuratko, Treasurer Jerry Chenski, Trustee Sandra Trojak-Laszkiwicz.
3. No Public Comments
4. Review of Minutes
  - A. Regular Meeting, May 23, 2016. –Motion by Vice President John Lamberti, 2<sup>nd</sup> by Trustee Jenice Hampton, Approved Unanimous, Aye 4, 0 Nay.
  - B. Regular Meeting, July 27th – Motion by Vice President John Lamberti, 2<sup>nd</sup> by Trustee Heather Susnik, Approved Unanimous, Aye 4, 0 Nay
  - C. COTW Meeting, July 11<sup>th</sup>- Motion by Vice President John Lamberti, 2<sup>nd</sup> by Trustee Jenice Hampton, Approved Unanimous, 4 Aye, 0 Nay

5. New Business

Selection of Web Design Firm, full discussion regarding all submissions, reviewed work done by the companies, time estimation is 2 months with payment of 1/3<sup>rd</sup> up front

Motion to choose Olive Street Design made by Trustee Heather Susnik, 2<sup>nd</sup> by Trustee Jenice Hampton, Approved Unanimous, 4 Aye, 0 Nay

B. Payment of Bills

2 x 457 - Retirement plan

Elara - Engineering firm - work room & restroom remodeling - final payment

Friends - Quarterly Payment - \$1,017 for 3 months of book sales

Interior Investments - Workroom furniture - \$19,940 - down payment

Staff members Kris Jacobson and Julie Yekel bought prizes for summer reading

Receipt printer bought - \$150 - sent back

ProQuest - database - [ancestry.com](http://ancestry.com)

Swan - Quarterly payment

TBS - coin box for new copier

Tressler - Attorney

IMRF - Pension

Lincolnwood PL – Bought used furniture from them - 6 chairs - \$50/per chair

Libraries First - Ebooks \$3,900 – Yearly subscription

Total: \$46,590.27

Motion to approve payment of bills in the amount of \$46,590.27 by Trustee Heather Susnik, 2<sup>nd</sup> by Trustee Jenice Hampton. Approved 4 Aye, 0 Nay

- C. Treasurer's report: In absence of Treasurer Jerry Chenski, Treasurer's Report was given by Business Manager Allison Muzal.

Balance sheet - non-depreciated fixed asset to depreciated fixed asset 25 years

Motion to Approve Treasurer's Report by Vice President John Lamberti, 2nd by Trustee Jenice Hampton, – Approved 4 Aye, 0 Nay

- D. Reaffirm Policies:

6.20 (workplace safety) - no change

6.21 (reporting absence) - no change

6.23 (payday) - no change

6.24 (community relationship) - no change

6.25 (personal relationship of employees) - no change

6.28 (library patron confidentiality) - no change

6.34 (employee name tags) - no change

6.36 (mail of WPL) - no change

Motion to reaffirm Policies 6.20, 6.21, 6.23, 6.24, 6.25, 6.28, 6.34 and 6.36 by Vice President John Lamberti, 2<sup>nd</sup> by Trustee Jenice Hampton, Approved 4 Aye, 0 Nay

Motion to approve 6.22 timesheets be amended by Trustee Heather Susnik, 2nd by Trustee Jenice Hampton, Approved

6. Directors report:

Fixing - restroom and workroom remodeling

- deadline bid - August 4
- Bids open at 10am
- Special meeting - Aug 8
- Divvying up:
  - plumbing
  - electrical
  - tile work
  - demolition
- Quotes over 20k - part of bidding
- under 20k, no need for public bid
- Week of Labor Day to start
- National Night Out
  - Starts at Roosevelt & Westchester Blvd.
  - Goes down Westchester to the community center
  - August 2, 2016
- Summer reading party August 7th
  - Local band playing
  - 2-4pm

- 8-9 Employees plus volunteers to staff party
- 2 Security Cameras installed
- Attended Friends meeting
- wants speaker system for when speakers come in
- Teen section librarian resigned
- Sarah H & Alex given teen library hours

Motion to accept director's report by Trustee Heather Susnik, 2nd by Secretary Demitrus Evans-  
Approved 4 Aye, 0 Nay

7. Board Member Comments- None

8. Public comments-None

9. Executive Session- No reason to go into session

10. Adjournment- Motion To Adjourn by Vice President John Lamberti , 2<sup>nd</sup> by Trustee Jenice Hampton,

Adjourned at 7:49 pm

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