

**WESTCHESTER LIBRARY BOARD OF TRUSTEES
COTW MEETING MINUTES
August 8, 2016**

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

- 1) President Cathy Kuratko called the meeting to order at 7:34 PM. Roll Call: President Cathy Kuratko, Vice President John Lamberti, Trustee Jenice Hampton, Secretary Demitrus Evans, Treasurer Jerry Chenski, Trustee Sandra Laszkiewicz, also present were Director Fidencio Marbella, Assistant Director Bonnie Schwanz, Business Manager Allison Muzal. Absent Trustee Heather Susnik.
- 2) Review Policy 6.29 - Compensation for Emergency Closings
 - a) Covered under 4.1 - Contact
 - b) Phone tree
 - c) Department heads are contacted
 - d) Department heads contact employees
 - e) Normal pay for their schedule
 - f) No Change
- 3) Review Policy 6.30 - Security of Personnel Files
 - a) 2nd Paragraph of HIPAA includes clarification of compliance (2013)
 - b) No Change
- 4) Review Policy 6.31 Safe Operation of Vehicles
 - a) Must be in working condition
 - b) Exclusively for driving to conferences or meetings
 - c) Books at home procedure (one patron)
- 5) Review Policy 6.32 Outside Employment Moonlighting
 - a) Must inform immediate supervisor (according to policy)
 - b) Only have asked for hours - never strictly adhered to
 - c) Proposal to remove this clause
- 6) Review Policy 6.33 Changes in Personal Data
 - a) No Change
- 7) Review Policy 6.38 Anniversary Date
 - a) No Change
- 8) Review Policy 6.40 Transportation Reimbursement
 - a) No Change
- 9) Review Policy 6.43 Breaks/Meal Periods
 - a) No Change
- 10) Review Policy 6.45 Orientation
 - a) Includes Board Members (Added in 2013), otherwise no change
- 11) Review Policy 6.47 Staff Meetings
 - a) No Change
 - b) Part Time Employees Included
 - c) Absences are OK
- 12) 4B Library Improvement Ideas
 - a) Website design going well
 - i) Kickoff meeting for website Thursday before
 - ii) Rough draft anticipated 2 weeks

- iii) new site in < 2 months
- b) Working on 3rd quote for mechanical assessment
 - i) Spoke with Frederick Quinn Corp about recommendation for assessment
 - ii) Restroom - timeline (quote)
- c) Furniture delivered to warehouse August 19th
 - i) Workroom furniture will be held for us
 - ii) Before/After photos of remodeling project
 - iii) Will post B&A pictures on Flickr
- 13) 4 C. Resolution Required for Travel Meal and Lodging Expenses for House Bill 4379 Local Government Travel Expense Control Act
 - i) Passed July 22nd because of questionable expenditures for travel at some units of government
 - ii) Library must pass a resolution no later than February, 2017
 - iii) Beginning June 30, 2017 no travel expenses can be paid unless the House Bill 4379 regulations have been adopted
 - (1) What types of business travel is allowed?
 - (2) What is the maximum allowable amount?
 - (3) What kind of documentation is required?
 - iv) Resolution - 3rd paragraph
 - v) Law effective March 2, 2017
 - (1) Any expenditures by employees and board members that exceeds limit has to be approved by a roll-call vote.
 - vi) Director will contact library attorney Bill Raysa to draft a resolution for the library
- 14) Motion to Adjourn at 7:49 PM by President Cathy Kuratko – Seconded by Trustee Sandy Laszkiewicz – Unanimous Agreement

Submitted by Secretary Demitrus Evans