

**WESTCHESTER LIBRARY BOARD OF TRUSTEES
COTW MEETING MINUTES
October 9, 2017**

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

1. Roll Call: 7:05 PM. Present were: President John Lamberti, Vice President Elizabeth Hunter, Treasurer Demitrus Evans, Trustee Jerry Chenski, Trustee Fred Poppe, Also Present: Director Fidencio Marbella, Assistant Director Bonnie Schwanz, Business Manager Allison Muzal. Absent: Secretary Jenice Hampton, Trustee Janette Maldonado.
2. Public Comment - No Public
3. Discussion Items
 - A. Review of Bylaws
 1. Director Marbella will make sure the strategic plan is posted for board members to review before the November COTW.
 2. In Article III, edit the requirement for a performance review of the library director to change from "Each October" to "Annually."
 3. Also in Article III, edit wording of eighth paragraph to read "Westchester Library trustees and/or library director will schedule orientation..."
 4. In Article IV, section a, paragraph 6, edit to read "The library shall be represented at community events by the President or another board member or the library director."
 5. In Article IV, section d, paragraph 2, add the word "regular" where it says that the treasurer should "report at each *regular* meeting the state of the library funds."
 6. In article IV, section d, paragraph 3, the treasurer shall work with a professional firm to invest funds.... Director Marbella and Business Manager Muzal will present this rewritten section at the November COTW.
 7. Article IV: Change the wording in the last paragraph of Article IV to reflect electronic payments ("Payments authorized by"?), except for any check over \$3,000 the director's signing authority and not budgeted for (in the annual budget) must be signed by two trustees. Director Marbella and Business Manager Muzal will present this rewritten section at the November COTW.
 - B. Library improvements
 1. Fire alarm replacement is done, passed fire department inspection on October 5.
 2. HVAC – start process towards the end of October.
 3. Children's Clubhouse —moving to the end of November due to an office move of the company hired to complete the work.
 4. New magazine rack purchased and installed

C. Review of the September 28 All Boards District 92 ½ Meeting

Director Marbella said we will be tentatively scheduling field trips starting in May, which might consist of a visit to a forest preserve for a Fossil Tour or a visit to see the buffalo roaming the 15,000-acre Midewin Prairie (the old Joliet Arsenal). Also planning to meet with some folks from the village board about having a food truck on a Sunday in June when the library would like to hold a mini-bicentennial festival.

Treasurer Evans said the library and the park district have many issues in common (challenge of attendance at events). She said there was also conversation about working together on a variety of issues.

D. Change to Prevailing Wage newspaper posting requirement.

If we post a link from our website (we already did this), we don't have to take out a newspaper ad. So we saved some money!

There was no executive session. President Lamberti made a motion to adjourn at 7:49 p.m., seconded by Trustee Poppe, motion approved, 5 ayes, 0 nays.

Submitted by Elizabeth Hunter, Vice-President, Westchester Public Library Board of Trustees