

**WESTCHESTER LIBRARY BOARD OF TRUSTEES
COTW MEETING MINUTES
October 10, 2016**

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

1. Roll Call: 7:03 PM by President Cathy Kuratko, Secretary Demitrus Evans, Trustee Jenice Hampton, Treasurer Jerry Chenski, Trustee Sandy Laskiewicz, Also Present: Director Fidencio Marbella, Assistant Director Bonnie Schwanz, Business Manager Allison Muzal, and Librarians Patrick Callaghan and Sarah Hagge. Late arrival: 7:16 PM Vice President John Lamberti
2. Public Comment - No Public
3. 3D Printing Presentation by Patrick Callaghan and Sarah Hagge

Library staff considers this an important project because children need to learn emerging tech and it fits in with STEM programming. The Dremel model staff is considering is small and can be stored in our basement closets and Dremel has a reputation for good customer service. Proposal is for 6 3D printers initially and then possibly moving up to a more advanced model once staff and patrons are comfortable with this technology. Makerbot, another 3D printer manufacturer, was considered, but has a poor customer service reputation.

This program would require the purchase of plastic filament and hiring consultants to train staff. The library would also need to purchase laptops priced them at approximately \$600 per unit. The Dremel printers do have a warranty. During programs, the library is anticipating needing about one staff member for every two or three printers.

We are considering using earnings from our reserve funds to pay for this project with total costs approximately \$10,400, not including vented enclosures for the printers.

4. Policy Review:

6.56 Jury and witness- limited to 45 days, should contact our attorney to find out if this limit is legal, \$17 juror fee - should it be given to library? The travel and/or parking as well as eating is so expensive that it might be reasonable to let the employee keep the jury fee. This policy does not apply to being called as a witness.

6.56 Bereavement Leave- we updated who is considered family. We should include all spouses, relative living with the person is fine. Domestic Partner should remain, but may change

6.58 Floating Personal Days- the advance notice has not been an issue and if it does it is to director's discretion-no change.

6.59 Sick Leave- This may need to change next year due to a recently passed Cook County ordinance. New law to take effect July 2017, 40 hours worked earns one sick hour up to a maximum of forty six hours annually. Municipalities excluded, but libraries were not - no change for now.

6.68 Vacation Time-May need to change wording to account for on-line form on Paylocity.

6.69 Life insurance-No change

5. Library Improvement

- Abatement went well, Air is fine, Plumbers tomorrow, Will pick tile Friday, looking for a softer color, grey, blue, not white.
- 2nd Quarterly report to state submitted for Live & Learn grant
- Website changes made and should now move fast,
- 3 Quotes for HVAC assessment
- Adult programs
- Chicago fire-25 people in attendance
- Drone program is a possible recommendation
- Youth Programs -daily

6. Mechanical Assessment- Received 3 proposals, Elara, AEI and 2010, Elara was the highest and actually came instead of asking for the footage over the phone: for fire suppression, HVAC, etc. will interview staff for comfort, history and problems. Elara will consider-DCEO (Dept of Commerce and Economic Opportunity incentives). From the 3 quotes Elara is the highest, but actually came out. President suggested that we go back to Elara and let them know they came in the highest.

7. Proposed Resolution- House bill passed by state regarding reimbursement to staff or board for travel expenditures. Attorney has no recommendation for amount, RAILS attorney will come up with an amount, does not need to be passed until 2/17.

8. Unfinished Business-email from finance manager, new at Village on 2017-18 levy. Normally we are told how much will be levied. Cap is .7% and the village also asked for our 2017-18 budget, but we don't usually do it until February or March, just prior to the start of the new fiscal year. We can possibly give a preliminary budget to the village if they have to have it earlier.

9. Board Member Comments-None

10. Public Comment- No Public

11. Executive Session not held. Candidate questionnaire provided and reviewed. Set up interviews for next meeting. Questions appear the same and we will now close the process.

12. Adjournment- 8:00 PM

Motion by President Cathy Kuratko, 2nd by Secretary Demitrus Evans – motion approved, 6 ayes, 0 nay.

Submitted by Secretary Demitrus Evans