

**WESTCHESTER LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
October 24, 2016**

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

1. Meeting called to order at 7:03 PM by President Cathy Kuratko. Present were President Cathy Kuratko, Secretary Demitrus Evans, Trustee Jenice Hampton, Treasurer Jerry Chenski, Trustee Sandy Laszkiewicz, Vice-President John Lamberti, Also Present: Director Fidencio Marbella, Assistant Director Bonnie Schwanz and Business Manager Allison Muzal.

2. Public Comment - No Public

3. Review of Minutes

- a. September 12, 2016- Need change to #5 and say “The Board is not considering keeping the levy flat.” Motioned by President Cathy Kuratko to accept with correction, 2nd by Trustee Jenice Hampton, motion carried, 6 ayes, 0 nays.
- b. COTW Sept 26, 2016- held for next meeting
- c. Special Meeting Minutes October 3, 2016-- Trustee John Lamberti should show as being absent, minor edits, math correction, clarify that there was a quote from Regency Tile for the original tile, but not for the expanded tile project. Motion to approve with these changes by President Cathy Kuratko, 2nd by Trustee Jenice Hampton, motion carried, 6 ayes, 0 nays.
- d. COTW October 10, 2016, add emphasis of importance in regards to the 3D project, list name of the company chosen and how the project would be paid for. President Cathy Kuratko motioned to accept with these corrections, 2nd by Vice President John Lamberti, motion carried, 6 ayes, 0 nays.

4. At 7:21 PM motion made by President Cathy Kuratko to go into Executive Session for the purpose of the selection of a person to fill a public office as defined in this Act, including a vacancy in a public office pursuant to Section 2 (c) (3) of the Illinois Open Meetings Act. Second by Secretary Demitrus Evans. Roll call vote, President Cathy Kuratko, Secretary Demitrus Evans, Treasurer Jerry Chenski, Trustee Sandra Laszkiewicz, Trustee Jenice Hampton and Vice President John Lamberti aye, 0 nays.

8:39 PM returned from Executive Session: present were President Cathy Kuratko, Secretary Demitrus Evans, Trustee Jenice Hampton, Treasurer Jerry Chenski, Trustee Sandy Laszkiewicz, Vice-President John Lamberti, Also Present: Director Fidencio Marbella, Assistant Director Bonnie Schwanz and Business Manager Allison Muzal.

5. New Business

A. Payment of Bills:

BMO Harris credit card bill higher due to ILA Registration Conference for approximately \$1000 and toner for printers (\$195 per cartridge, per color). Other payments included new library cards, repairs made to leaking pipes, workers compensation bill from Hartford, William Pack for Chicago fire adult program, landscaping and the Village of Westchester for Blue Cross bill.

Motion to approve the payment of bills in the amount of \$40,826.67 by President Cathy Kuratko, 2nd by Trustee Jenice Hampton, motion carried, 6 ayes, 0 nays.

B. Treasurer's Report- library is on budget, has enough reserves to pay bills. Motion to approve treasurer's report by President Cathy Kuratko, 2nd by Trustee John Lamberti, motion carried, 6 ayes, 0 nays.

C. Reaffirm Policies

6.56-Jury and Witness Leave

6.57 Bereavement Leave

6.58-Floating Personal days

6.59-Sick Leave

6.69-Life Insurance

Motion to reaffirm these policies made by President Cathy Kuratko, 2nd by Secretary Demitrus Evans, motion carried, 6 ayes, 0 nays.

D. Amend Policy 6.61 Vacation Time. One change, forms used to be paper and now electronic on Paylocity. Motion to amend made by President Cathy Kuratko, 2nd Vice President John Lamberti, motion carried, 6 ayes, 0 nays.

E. Selection of engineering firm for mechanical assessment - our choices were Elara (did work for remodeling), AEI, or 20/10 Engineering (recommended by construction management firm FQC) - 20/10 was the lowest bid. Motion to approve 20/10 Engineering in the amount of \$3500 by President Cathy Kuratko, 2nd by Treasurer Jerry Chenski, motion carried, 6 ayes, 0 nays.

F. Resolution 2016-03 Local Government Travel Expenses and Travel Reimbursement Forms - Motion to approve as presented by President Cathy Kuratko, 2nd by Treasurer Jerry Chenski, roll call vote, President Cathy Kuratko, Secretary Demitrus Evans, Trustee Jenice Hampton, Treasurer Jerry Chenski, Trustee Sandy Laszkiewicz, Vice-President John Lamberti aye, 0 nays, motion carried

6. Director's Report- Remodeling still going on, work room awaiting plumber, 5 staff members attended ILA and will present what they learned at the next all-staff meeting, SWAN will hold a COTW meeting at the Tinley Park Public Library to discuss the SWAN merger which could add several million items to the SWAN consortium, Friends of the Library will fund a speaker system for downstairs. Suggestion to nominate FOL President Jean Klotter as Person of the Year

at the Chamber's Celebrate Westchester event. Motion to approve as presented by President Cathy Kuratko, 2nd by Secretary Demitrus Evans, motion carried, 6 ayes, 0 nays.

7. Board Member Comments - question regarding limits for jury duty was referred to the library attorney. His answer was that it is acceptable to limit the number of **paid** days off for jury duty but we should not limit the number of days taken off for jury duty.

8. Public Comment- No Public

9. Appointment of Trustee Candidate - Motion made by Treasurer Jerry Chenski to appoint Elizabeth Hunter as new Board of Trustee member, 2nd by Trustee John Lamberti. Roll call vote: President Cathy Kuratko, Treasurer Jerry Chenski, Trustee Sandra Laszkiewicz and Vice-President John Lamberti aye, Trustee Jenice Hampton and Secretary Demitrus Evans nay, motion carried, 4 ayes, 2 nays.

10. Motion to Adjourn - 8:58 PM

Motioned by President Cathy Kuratko, 2nd by Treasurer Jerry Chenski, motion carried, 6 ayes, 0 nays.

Submitted by Secretary Demitrus Evans