**WESTCHESTER LIBRARY BOARD OF TRUSTEES LIBRARY BUILDING**

**REGULAR MEETING MINUTES 10700 CANTERBURY ST.**

**November 28, 2016 WESTCHESTER, IL 60154**

1. **Pledge of Allegiance**

2. **Roll Call**: 7:03 PM by President Cathy Kuratko. Present were President Cathy Kuratko, Trustee Elizabeth Hunter, Secretary Demitrus Evans, Treasurer Jerry Chenski, Trustee Sandy Laszkiewicz, and Vice President John Lamberti Absent: Trustee Jenice Hampton (Trustee Hampton arrived at 7:20 PM). Also present were Director Fidencio Marbella, Assistant Director Bonnie Schwanz and Business Manager Allison Muzal,

3. **Public Comment** - No Comments

4. **Review of Minutes**

Minutes from meeting of October 24, 2016 not yet available, moved to next meeting

5. **New Business**

1. Payment of Bills-

\* Frederick Quinn Corporation and R&B Construction (remodeling project) are being paid from the Operations account, but money will be transferred from Capital account after all remodeling bills come in. The $66,000 check from the Illinois EPA for the parking lot (final grant payment) will also be included. The Board would like a spreadsheet detailing the expenses from the remodeling project for the restrooms and staff workroom.

\* Penworthy. Swan, Travels-Insurance, Umbrella Business Policy annual renewal

\* Chamber of Commerce for the upcoming Christmas luncheon

\* Chicago Tribune for newspaper subscription for October and November.

\* Olive Tree was paid $2000 1/3 of payment for new website

\* Baker and Taylor - regular vendor for fiction and nonfiction books

\*Alsco - mats for front door, replaced every week.

Motion by President Cathy Kuratko to approve payment of bills for $55,529.36, 2nd by Vice President John Lamberti, motion carried, 6 ayes, 0 nays, 1 absent

B. **Treasurer's Report**

* The Village has not billed us for healthcare for October, November or December so in December we will pay the 3 months for $25,167.06. Beginning in January we will automatically pay the health care premium of $8369.00. The BCBS policy renews on July 1.
* Salaries will be $21,000 over budget due to the increase in minimum wages by Cook County and because of changes to the FLSA exempt/non-exempt rules. These changes were to go into effect in December, but a federal judge put it on hold. Now there’s uncertainty with a new administration coming on whether or not these changes will ever be implemented.
* Waiting for Sikich’s final audit report in order to adjust the beginning balances for property taxes receivable, accumulated depreciation, pension obligation liability, compensated absences payable and deferred liability.

Motion by President Cathy Kuratko to approve the treasurer's report as presented, 2nd by Secretary Demitrus Evans, motion carried, 6 ayes, 0 nays, 1 absent.

C. **Reaffirm Policies**

6.70 Conference Attendance

6.72 Payment in Lieu of Health Insurance

6.74 Job Description

6.75 Discipline Philosophy

No Changes

Motion by President Cathy Kuratko that we reaffirm policies 6.70, 6.72, 6.74 and 6.75, 2nd by Treasurer Jerry Chenski, motion carried, 6 ayes, 0 nays, 1 absent.

D. **2016-04 Resolution Tax Levy FY 2017-18**

* The Village has levied $1,285.598, for FY 2017-18. The library budget will be $1,234,125 because 100% of levied property taxes will not be received.

Motion by President Cathy Kuratko that we approve Resolution 2016-04 for Tax Levy 2017-08, 2nd by Trustee Jerry Chenski.

Roll call vote: President Cathy Kuratko, Trustee Elizabeth Hunter, Vice-President John Lamberti, Secretary Demitrus Evans, Treasurer Jerry Chenski, Trustee Sandy Laszkiewicz aye, 0 nays, Trustee Jenice Hampton absent, Motion approved.

6. **Director’s Report**

* Restroom Remodeling and Staff Room – staff moving in to new workroom, all like it, some small items still need to be done. Shelves were shipped with wrong legs and correct ones ordered. Restrooms upstairs completed, but women's restroom might need additional lighting. Water fountains not yet working as a hole in the drywall needs patching first. Will be complete by end of week. Goal is December 10, 2016.
* SWAN/RAILS news - 18 of the 22 LINC and MAGIC libraries agreed to join while one library is awaiting approval and three said no. SWAN will vote on the 21st as to whether there should be a joining fee of $5,000. Recommendation is yes. These are libraries from the northwestern, western and far western suburbs. It will increase items in the SWAN collection by about 22 %.
* Adult Programming: photography, found individuals who could possibly do a program on drones.
* Have more Polish families coming in and they’ve requested some books in Polish be added to the Youth collection. Spanish titles were added in previous years.
* Chamber of Commerce Holiday Luncheon will be at Maggiano's in Oak Brook at 12 noon on December 6.

Motion by President Cathy Kuratko that we approve the Directors Report, 2nd by Trustee Sandy Laszkiewicz, motion carried, 7 ayes, 0 nays.

7. **Board Member Comment**: Request for next year proposed budget to be discussed at December COTW, also 3D printing proposal and tour of staff workroom.

8. **Public Comments**- No Public

9. **Executive Session**-

Motion by President Cathy Kuratko that we go into Executive Session for the purpose of discussion of minutes lawfully closed under the Illinois Open Meeting Act for purposes of Semi-Annual Review of the Minutes as mandated by section 2.06 pursuant to 2(c)21 of the Open Meetings Act , 2nd by Trustee Elizabeth Hunter.

Roll Call Vote: President Cathy Kuratko, Trustee Elizabeth Hunter, Secretary Demitrus Evans, Treasurer Jerry Chenski, Trustee Sandy Laszkiewicz, Vice President John Lamberti and Trustee Jenice Hampton ayes, 0 nay, motion approved.

Board went into executive session at 7:25 PM and returned to open session at 8:07 PM.

10. **Determination of Minutes of Executive Sessions**

The Regular Meeting reconvened at 8:07 PM. Secretary Demitrus Evans made a motion to accept the results of the motions passed during Executive Session which results were as follows:

August 12, 2013 – not released

November 11, 2013 – not released

February 24, 2014 – not released

May 19, 2014 – not released

May 30, 2014 – not released

June 23, 2014 – not released

January 26, 2015 – released

April 13, 2015 – released

June 22, 2015 – released

September 28, 2015 – not released

November 9, 2015 – not released

December 14, 2015 – not released

December 28, 2015 – released

January 11, 2016 – released

March 28, 2016 – not released

April 25, 2016 – released

October 24, 2016 – not released

Motion was seconded by President Cathy Kuratko, 7 ayes, 0 nays, motion approved.

11. **Adjournment** - time and motion not recorded after executive meeting

Submitted by Secretary Demitrus Evans