

MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF THE BOARD OF TRUSTEES OF THE WESTCHESTER PUBLIC LIBRARY, WESTCHESTER, ILLINOIS, HELD IN THE COMMUNITY ROOM OF THE WESTCHESTER PUBLIC LIBRARY, 10700 CANTERBURY STREET AT 7:00 PM ON MONDAY JANUARY 8, 2018

1. Pledge of Allegiance

The meeting opened at 7:12 PM with the Pledge of Allegiance.

2. Call to Order and Roll Call

Vice-President Elizabeth Hunter called the meeting to order at 7:12 PM. Present were Vice-President Elizabeth Hunter, Trustee Gerald Chenski, Treasurer Demitrus Evans and Trustee Fred Poppe. Absent were President John Lamberti, Secretary Jenice Hampton and Trustee Janette Maldonado. Also present were Library Director Fidencio Marbella, Assistant Director Bonnie Schwanz and Business Manager Allison Muzal. President Lamberti arrived at 7:15 PM.

3. Public Comment – no public comment

4. Discussion Item – Review of Policies

- a. 4.15 – Use of Meeting Rooms – Trustee Poppe recommended removing the phrase “in nature” from the first sentence of the policy. Director Marbella questioned whether we can legally prohibit religious services from being held in the community room. He will contact either the village for their policy or the library attorney.
- b. 6.39 Electronic Technologies – Trustee Chenski suggested the library look into creating an Acceptable Use policy for employees to sign off on. Trustee Poppe suggested changing the first bullet point to say “library approved” rather than “library owned.”
- c. 6.66 – Paid Holidays - Trustee Chenski recommended changing the second paragraph to specify “non-exempt” employees are not required to work on a library holiday. President Lamberti questioned the need for the final two sentences in the third paragraph.
- d. 6.62 – Personal Leave of Absence Without Pay – Trustee Poppe recommended that the policy be changed to reflect that the “Library Director” and not the “Library” must approve any leave of absence.

Discussion Item – Library Improvement Ideas

Director Marbella discussed the ribbon cutting for the new Youth clubhouse, progress on the HVAC replacement and the improved numbers for Adult program attendance.

5. Unfinished Business

- a. Celebrate Westchester and who could attend was discussed.
- b. Director Marbella discussed the difficulties of arranging for food truck vendors to sign up so the library might consider agreeing to pay a minimum.
- c. Director Marbella discussed the upcoming Illinois Library Association trustee workshop in Oakbrook on Feb. 17.

6. Public Comment – no public comment

7. Board Member Comment – none

8. Executive Session – not held

9. **Adjournment** – At 8:07 PM President Lamberti motioned to adjourn, seconded by Trustee Poppe, motion approved, 5 ayes, 0 nays, 2 absent

Submitted by Director Fidencio Marbella, Westchester Public Library