

Westchester Library Board of Trustees  
Regular Meeting Minutes  
March 27, 2017

Library Building  
10700 Canterbury Street  
Westchester, IL 60154

**1. Pledge of Allegiance**

**2. Roll Call** at 7:02 PM, President Cathy Kuratko, Trustee Elizabeth Hunter, Secretary Demitrus Evans, Vice-President John Lamberti, Absent: Treasurer Jerry Chenski, Trustee Sandy Laszkiewicz, Trustee Jenice Hampton. Also present: Director Fidencio Marbella, Assistant Director Bonnie Schwanz and Business Manager Allison Muzal

**3. Public Comment:** No Public

**4. New Business:**

Review of Minutes

COTW 2/13/2017-Motion to approve by President Cathy Kuratko, 2nd by Vice-President John Lamberti, motion carried, 4 ayes, 0 nays, 3 absent

Regular 2/27/2017- Motion to approve by President Cathy Kuratko, 2nd by Secretary Demitrus Evans, motion carried, 4 ayes, 0 nays, 3 absent

COTW 3/13/2017-Motion to approve, with noted changes by President Cathy Kuratko, 2nd by Secretary Demitrus Evans, motion carried, 4 ayes, 0 nays, 3 absent

**5. Payment of Bills:**

We are back to normal spending amounts since most remodeling related bills have been paid. There were a couple of remodeling bills paid to FQC for construction oversight and RB construction for carpentry work. CDW-G bill was for the new server, may go live this week after being installed. Other payments were to the Friends of the Library (quarterly book sales/memberships), Great Floors for repairs to the Youth stairs treads, Interior Investments for new chairs for staff workroom, Thyssenkrupp for the elevator inspection.

-Motion to approve paid bills by President Cathy Kuratko in the amount of \$47,424.83 - 2nd by Vice-President John Lamberti, motion carried, 4 ayes, 0 nays, 3 absent

**6. Treasurer's Report** - by Business Manager Allison Muzal - nothing for February. We completed the Sikich audit and we will implement the auditor's recommendations and will be approving the 2017-18 budget.

-Motion to approve by President Cathy Kuratko, 2nd by Secretary Demitrus Evans, motion carried, 4 ayes, 0 nays, 3 absent

**7. Budget-** there was a request to see certain items broken down, increased fiction and nonfiction book amounts, did not renew some underutilized databases and it will free up more money for print materials, postage is now for programs and not general expenses because we are now sometimes mailing out flyers for programs to various community groups and churches. For employees Melanie was added as full time so health care will be higher. We have budgeted \$500,000 for HVAC replacement but we expect to receive some incentives from the state program. Fire system will be approximately \$30,000 to \$50,000.

We're getting estimates from additional engineering firms for how much they would charge for performing assessments of the HVAC system. The engineering firms contacted want to perform their own assessments before giving us their replacement recommendations and designs.

20/10 Engineering said \$7900 for HVAC (\$338,000-\$400,000 approximately for entire project)

Elara Engineering – would charge \$5900 for just the HVAC assessment and approximately \$9700 for an entire mechanical assessment.

Amsco Engineering – would charge \$1500-\$2000 for assessment of HVAC

-Motion to postpone vote on budget made by President Cathy Kuratko, 2nd by Secretary Demitrus Evans, motion carried, 4 ayes, 0 nays, 3 absent

**8. Directors' Report** Chicago Fire and Brookfield Zoo will be coming during summer reading, Friends of Library are giving \$8000 that we may use for sound system, Food for Fines will be held for one week in April, the library is saving books (both donated and weeded) to send to Tanzania for Dr. Wanda Evans Brewer who wants to start a library there, reviewed of designs for the children's clubhouse for under the stairs and the Youth story time room..

-Motion to approve Director's Report by President Cathy Kuratko, 2nd by Trustee Elizabeth Hunter motion carried, 4 ayes, 0 nays, 3 absent

#### **9. Board Member Comments**

**10. Adjournment:** Motion to adjourn at 8:05 PM President Cathy Kuratko, 2nd by Secretary Demitrus Evans, motion carried, 4 ayes, 0 nays, 3 absent

Submitted by Secretary Demitrus Evans