

WESTCHESTER LIBRARY BOARD OF TRUSTEES
COTW MEETING MINUTES
August 14, 2017

LIBRARY BUILDING
10700 CANTERBURY ST.
WESTCHESTER, IL 60154

1. Roll Call: 7:06 PM. Present were: President John Lamberti, Vice President Elizabeth Hunter, Treasurer Demitrus Evans, Trustee Jerry Chenski, Trustee Janette Maldonado and Trustee Fred Poppe, Also Present: Director Fidencio Marbella, Assistant Director Bonnie Schwanz, Business Manager Allison Muzal, Youth Services Manager Kristen Jacobson and John Eallonardo from Frederick Quinn Corp. Absent: Secretary Jenice Hampton
2. Public Comment - No Public
3. Discussion Items

A. John Eallonardo from the construction management firm, Frederick Quinn Corp., spoke to the board about staff workroom flooring issues, where linoleum tiles installed last November are coming up in several areas. He advised removing tiles in all the areas that failed, as a warranty repair from the tile manufacturer. There will be no cost to the library and at some point in early September the new tile will be installed in the staff workroom.

Jerry Chenski stated that the tile is not flush, and there seems to be an installation issue. He asked if the contractor used a roller on the floor. Eallonardo said no, that this is no longer standard for corporate installations. Eallonardo also said that they no longer use older chemical glues (which release VOCs or volatile organic compounds), but rather newer water-based glues, which could be an issue.

The board inspected the floor tiles alongside Eallonardo. Eallonardo agreed to have the tile contractor replace the tiles that are defective, use a roller to take care of uneven floor issues and work with the tile company so the library does not need to incur the cost of stripping and waxing the entire floor. The warranty for the repair will be a year from the date of the September repairs.

Director Marbella said the tile company will not be paid for the initial installation until the repairs are complete.

B. Review of Policies

1. Children's librarian Kristen Jacobson asked for a change to Policy 4.1, Computer and Internet Access Policy, to bring it into line with Policy 4.6 related to Parental Supervision, which requires children 8 and under to be accompanied by a parent. The policy would be changed to make it very clear that children under age 9 need permission from a parent, guardian or assigned chaperone (aged 16 or older) to obtain a visitor's pass, which they may use with supervision by the responsible parent, guardian or chaperone.
2. The board reviewed current policy on Delegation of Spending Authority

3. The board reviewed current policy on use of a Collection Agency when accounts with a minimum of \$25 worth of materials are overdue more than 60 days; or if the item is out of print or in demand.

4. The board reviewed current policy on charitable donations by the library. Cash contributions can be made if the donation adheres to/promotes the library's stated mission and been approved by the board of trustees. Non-cash donations can be made at the library director's discretion (giving old computers to other libraries, for example).

C. Library improvements

1. Fire alarm replacement is on track.
2. Youth remodeling is on track.

Library director Fidencio Marbella reported a great turnout of 93 people for the early August solar eclipse program led by the Naperville Astronomical Society.

D. Reviewed 2018 Board meeting dates, 2018 Holiday closing and All Staff dates.

There was no executive session. Library board president John Lamberti made a motion to adjourn at 8:03 PM, seconded by Trustee Maldonado, 6 ayes, 0 nays, 1 absent, motion approved.

Submitted by Elizabeth Hunter, Vice-President, Westchester Public Library Board of Trustees