

**WESTCHESTER LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
August 22, 2016**

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

- 1) Roll Call: 7:01 Present: Treasurer Jerry Chenski, Trustee Sandy Laskiewicz, President Cathy Kuratko, Vice President John Lamberti, Trustee Heather Susnik, Secretary Demitrus Evans, Also Present: Director Fidencio Marbella, Assist Director Bonnie Schwanz, Business Manager Allison Muzal . Absent: Trustee Jenice Hampton

- 2) Item 4A: Review of Regular meeting from July 25
- Error in C under 4 - says "COTOW"
 - Trustee Jenice Hampton needs last name added

Motion to approve Regular Meeting Minutes by President Cathy Kuratko- 2nd by Vice President John Lamberti- Approved with changes

- 3) Item 5A - Payment of Bills

- BKF - \$2950 - Installation of surveillance cameras at front of library
- \$100 Service call phone system
- Biblioteca - Sticker tabs for dates to check things out
- Holly Cleeland - Down payment for youth program on costumes for Halloween
- Frank Cooney - Furniture – new Youth chairs
- Illinois Library Association - Membership
- Jumping Blow ups for End of Summer Reading Party
- Minuteman Press - Banner for Outreach events
- Robert Smith - Backup maintenance man (issue with AC on the roof & had to replace thermostat & small transformer) - Reimbursement
- Village of Westchester - 16k - July and August Healthcare
- \$2,460 Permit for remodeling Project - will get 2k back
- Value Line - Database
- Versatile for July & August

Motion to approve payment of bills \$52,940.04 by President Cathy Kuratko - 2nd by Trustee Heather Susnik – Unanimous Approval

- 4) Item 5B – Treasurer’s Report – Treasurer Jerry Chenski

- Income Category – Property tax income received sooner than expected
- Property tax payments received in July & August
- Expenses - Monthly healthcare benefit \$8,389.02 - not known until Mid-August
- July P&L understated, August P&L will show two BCBS expenses for July and August
- Grant for restroom has been received in capital fund - \$35,510
- Per-Capita Grant - Fiscal year 2016 received & deposited

- Accumulated Depreciated loan from liabilities audit
- Account updates will be made as soon as the adjustments are received
- Enough to cover expenses
- 66k for parking lot should be seen in the following weeks

Motion to approve the Treasurer's report by President Cathy Kuratko – 2nd by Trustee Sandy Laskiewicz- Unanimous Approval

5) Item 5C - Reaffirming Policies

Motion to reaffirm policies 6.29 - Compensation for Emergency Closings, 6.30 Security of Personnel Files, 6.31 - Safe Operation of Vehicles, 6.33 - Changes in Personal Data, 6.38 - Anniversary Date, 6.40 - Transportation Reimbursement, 6.43 - Breaks, Meal Periods, 6.45 Orientation, 6.47 - Staff Meetings - by President Cathy Kuratko, 2nd by Trustee Heather Susnik - Unanimous Approval

6) Item 5B - Amend Policy 6.32

- Change - After the bullet point
- Removed stipulation of information of outside employment to immediate supervisor

Motion to amend 6.32- by President Cathy Kuratko, 2nd by Vice President John Lamberti – Unanimous Approval

7) Item 6 - Director's report

- Rooftop issue with AC
- AC - Trane unit with 4 motors, one failed - replaced
 - Asked for proposal twice a year to examine the HVAC system by the company that fixed it
 - Proposal to replace it will be in the mechanical system - wants to have the entire HVAC, fire suppression and electrical - after the remodeling
- Website - Early next week will have rough draft
- Jodie, one of our pages, was on Channel 7 - attended EAA in Oshkosh and flew with Harrison Ford.
- SWAN - moving forward with absorbing consortiums - have done formal proposal - special meeting has been scheduled
- May add 22 Libraries to consortium
- New Library Cards
 - Will include key tab
 - \$2 to replace card
 - \$1,500 for 3k cards
 - Estimated to last 2-3 years

Travel reimbursement resolution HB 4379 - Spoke to library's attorney who said to defer it - there is an attorney fighting it in court saying it shouldn't apply to public libraries

New Activities

- a) 11th Park District Back to School Event - Kris from Youth to attend & give out free candy
- b) Bumper Crop Garden – Adult had a chef come in and discuss ways of cooking your bumper crop of garden vegetables.
 - Ann had someone register for this program because event was in DP Bulletin

Motion to approve the director's report as presented by President Cathy Kuratko- 2nd by Secretary Demitrus Evans - Unanimous Approval

8) Board Comments-

- a) Suggestion to Include a summary of what the thought process was for the board decision in big choices like construction - Include a sentence or two in the minutes to justify the approval of contracts
- b) Keep minutes in archive section of DropBox - Limited 2G - < Years' worth of minutes

9) Motion to Adjourn at 7:25 by President Cathy Kuratko- 2nd by Trustee Sandy Laszkiewicz - Unanimous Approval

Submitted by Secretary Demitrus Evans