

MINUTES OF THE REGULAR 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, AUGUST 28, 2017

1. Pledge of Allegiance

The meeting opened at 7:06 PM with the Pledge of Allegiance.

2. Call to Order and Roll Call

Secretary Jenice Hampton called the meeting to order at 7:06 PM. Present were Secretary Jenice Hampton, Treasurer Demitrus Evans, Trustee Gerald Chenski, Trustee Fred Poppe and Trustee Janette Maldonado. Absent were President John Lamberti and Vice-President Elizabeth Hunter. Vice-President Hunter arrived at 7:18 PM. Also present were Library Director Fidencio Marbella, Assistant Director Bonnie Schwanz and Business Manager Allison Muzal.

3. Public Comment – no public comment

4. Review of Minutes

- a. Regular Meeting, June 26, 2017, Trustee Chenski motioned to approve as is, seconded by Trustee Maldonado, motion carried, 5 ayes, 0 nays.
- b. Regular Meeting, July 24, 2017, Trustee Poppe motioned to approve as is, seconded by Trustee Chenski, motion carried 5 ayes, 0 nays.
- c. Special Meeting, July 31, 2017, Treasurer Evans motioned to approve as is, seconded by Trustee Chenski motion carried, 5 ayes, 0 nays.
- d. COTW Meeting, August 14, 2017, Trustee Maldonado motioned to approve as is, seconded by Trustee Poppe. Motion carried, 5 ayes, 0 nays.

5. New Business

- a. **Payment of Bills-** After discussion of the bills from Dunne Cleaning, Olive Street Design, RAILS, SWAN and Cavendish Square. Trustee Chenski motioned to approve payment of bills in the amount of \$75,779.55, seconded by Secretary Hampton, motion carried, 6 ayes, 0 nays.
- b. **Treasurer's Report-**Treasurer Evans reported that the library has begun receiving tax levy money from the most recent property tax payments and that the balance sheet has been reconfigured to more closely follow the format used by our auditors. Trustee

Poppe motioned to accept the Treasurer's report, seconded by Trustee Chenski, motion carried, 6 ayes, 0 nays.

- c. **Reaffirm Policies-** Treasurer Evans motioned to reaffirm policies 5.10 Delegation of Spending Authority and 5.12 Collection Agency, seconded by Trustee Chenski, motion approved, 6 ayes, 0 nays.
- d. **Amended Policies –** Treasurer Evans motioned to approve amended policies 4.1 Computer and Internet Access and 5.15 Charitable Donations by the Westchester Public Library, seconded by Secretary Hampton, motion approved, 6 ayes, 0 nays.
- e. Trustee Poppe motioned to approve the 2018 Board Meeting Dates and 2018 Holiday closings and all staff dates as presented, seconded by Trustee Maldonado, motion approved, 6 ayes, 0 nays.

7. **Director's Report-**Director Marbella reported that the August eclipse program was a great success and drew over ninety attendees and the 3D training classes for adults are going well. The family of a patron who recently passed away asked that in lieu of flowers a donation be made to the library. So far we have received \$240.00 in this patron's memory. Vice-President Hunter motioned to approve the Director's Report, seconded by Trustee Maldonado, motion approved, 6 ayes, 0 nays.

8. **Unfinished Business –** Director Marbella shared a thank you card to the board from Youth Services Manager Kris Jacobson.

9. **Board member comment-** none

10. **Executive Session –** not needed

11. **Adjournment –** Trustee Chenski made the motion to adjourn at 7:42 PM, seconded by Vice-President Hunter, motion approved, 6 ayes, 0 nays.

Submitted by Demitrus Evans, Treasurer, Westchester Public Library Board of Trustees