

**WESTCHESTER LIBRARY BOARD OF TRUSTEES  
COTW MEETING MINUTES  
September 12, 2016**

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

1. Roll Call: 7:08 by President Cathy Kuratko. Present were President Cathy Kuratko, Secretary Demitrus Evans, Trustee Jenice Hampton, Treasurer Jerry Chenski, Trustee Sandy Laskiewicz and Trustee Heather Susnik, Also Present: Director Fidencio Marbella, Assistant Director Bonnie Schwanz and Business Manager Allison Muzal. Absent: Vice President John Lamberti

2. Public Comment - No Public

3. Discussion Items

A. Policy Review:

6.49 Payroll Deduction- We have paper check stubs although there are also voluntary direct deposits, 457 contributions, but no match, eight employees participate - no changes

6.50 Overtime Pay- no changes

6.51 Career Advancement- established procedure is under Personnel and section should be cited

6.52 Compensation- no changes

6.53 Workers Compensation - question is there a reported time period or a statute of limitations or insurance form?

6.54 Birthday Holiday - no changes

6.55 Military Leave - no changes

6.60 Voting - no changes

6.64 Parking, no changes

6.65 Professional Memberships- no changes

B. Library improvement

Olive Street Design is now fine tuning the new website.

HVAC, waiting until remodeling is complete. FQC will come in on 9/26/16 for a walk through. We are ahead of schedule but need to relocate an electronic panel overnight on Thursday into Friday. May need extra time for the relocation so the adult department will close two hours early.

Framing and plumbing will be next day, between 6 and 7 AM. First few days of demolition were bad for noise but only needed one dumpster. Village said no to parking the dumpster overnight

on the street. Circulation has adapted and with the temporary walls up that helps keep noise and dirt down.

-stairs down are open and being used. We will do the walk through first and ask questions, but if before meeting we can ask through director.

- on the first day Internet and phones were severed and BKF came out and made repairs. Library was down for 2 hours.

-The furniture will be delivered on 28th, old furniture removed, electrician came and disconnected.

- For the space underneath stairwell for the Youth “clubhouse” we will wait to see how current designs come out with this architect and if done well we will go to design phase and then approach donor family to help pay for this.

We would like to see new programs for adults , youth has always had great programs.

Teens will ask, but not always show up. We advertise on website and in schools, but should also send flyers to Catholic schools and also post to their Sunday bulletins. The adult programs not always well attended. We look at what other libraries are planning and LACONI has a program (called Best of the Best) where presenters pitch their programs.

We can provide a survey during the programs to see what people would like to have and the new website will include a tab for programs, Fantasy football team as an idea for programing vs historical programs. Chocolate as a topic was suggested. We should include ideas for programs as an agenda item for the board.

#### C. Review of 2017 Board Meetings and Holiday Dates-

Board meetings 2nd and 4<sup>th</sup> Mondays, except for December 2017, Christmas on the 4<sup>th</sup> Monday and so will only be one week between the COTW and the Regular meeting. No other conflicts or new holidays.

#### 5. Unfinished Business

The board decided, at this time, not to consider keeping the levy flat for the next fiscal year.

#### 6. Public Comment, no comments

#### 7. Board Member Comments

Trustee Heather Susnik tendered her resignation effective October 3, 2016 as she is moving out of Westchester

We will need to post the board opening on the website and the front door with a deadline of September 30, 2016 at 5 PM. October COTW for interviewing.

#### 8. Executive Session-not needed

#### 9. Adjournment- 7:40 PM

Motion by President Cathy Kuratko, 2nd by Treasurer Jerry Chenski - Approved

Submitted by Secretary Demitrus Evans