

**WESTCHESTER LIBRARY BOARD OF TRUSTEES
COTW MEETING MINUTES
December 11, 2017**

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

Roll Call: 7:10 PM. Present were: President John Lamberti, Vice President Elizabeth Hunter, Treasurer Demitrus Evans, Trustee Fred Poppe, Also Present: Director Fidencio Marbella, Assistant Director Bonnie Schwanz, Business Manager Allison Muzal. Arrived at 7:19: Trustee Jenice Hampton. Absent: Trustee Jeanette Maldonado, Trustee Gerald Chenski.

1. Public Comment - No Public
2. Discussion Items

- A. 2018 Per Capita Board Requirements. Board members need to review Chapters 1-5 of the Trustee Facts File, 3rd edition. Board members need to review the State of Illinois literacy information.
 - B. Library improvements.
 - Children's area—protective padding will be added under the stairs to make it more kid-friendly.
 - WPL is an official partner with the state for our bicentennial programs. There will be a year-long celebration until December 2018.
 - Library staff will be contacting food truck vendors beginning in January 2018. This is for a proposed mini-bicentennial festival, possibly for a Sunday in June.
 - C. Sexual Harassment Resolution and Policy (WPL Policy 6.8)
 - Fidencio to seek clarification with library attorneys as far as who, if any, beyond staff and board members, would be included in the definition of library agent? Contractors? Several areas where library agency is mentioned need to be reviewed.
 - D. Financial Update
 - Allison Muzal proposed removing the dollar amount (Year-To-Date \$ Over Budget) from her monthly report to the board, and instead only providing the percentage of the budget met as of that point in the year. Jenice Hampton and Fred Poppe expressed the opinion that this is helpful to see.
 - Allison will only post the summary that has Fidencio's signed approval, rather than the pre-signature summary. She will continue to provide board members with the bank statements, reconciliation reports and signed summary from the library director.
 - Fidencio will try to schedule the auditors to come to a board meeting in January or February.
3. Unfinished Business
 - A. Digitization of Newspapers—Equipment to do this (flatbed scanner with optical character recognition for text) will cost \$3,045. That is \$45 above the library director's authorization, so it requires board approval. Renting it would cost nearly \$2000, so purchasing may be the best decision, so the equipment will be available for projects going forward. This could help to make the library the clearinghouse for historical records in town. Other neighboring libraries that have purchased this equipment highly recommend this. Volunteers from the Friends of the Library are willing to help with the digitization project.

4. Public comment: None.
5. Board member comment: None.
6. **Executive Session** - Purpose: The discussion of the library director's annual review. The board went into executive session at 8:03 p.m. to discuss the review of the library director. The board discussed survey methodology and process. The board exited executive session at 8:50 p.m.
7. **Adjournment. John Lamberti moved to adjourn. Fred Poppe seconded. Adjourned at 8:54. Approved.**

Minutes submitted by Vice-President Elizabeth Hunter.