

MINUTES OF THE COMMITTEE OF THE WHOLE 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, JUNE 11, 2018

1. Pledge of Allegiance

- a. The meeting opened at 7:04 PM with the Pledge of Allegiance

2. Call to Order and Roll Call at 7:04 p.m.

- a. President John Lamberti called the meeting to order at 7:04 p.m.
- b. Present were Vice President Demitrus Evans, Trustee Gerald Chenski, Trustee Fred Poppe, Secretary Janette S. Maldonado and President John Lamberti. Also present were Director Fidencio Marbella, Assistant Director Bonnie Schwanz and Business Manager Allison Muzal.
- c. Absent were Trustee Elizabeth Hunter and Treasurer Jenice Hampton.

3. Public Comment – None

4. Discussion Items

A. Library improvement ideas reported by Director Marbella.

- HVAC bid will open next Tuesday. Three contractors stopped in. Two additional coming in for a walk-through on Tuesday and Wednesday. The Board is welcome to attend the bid opening.
- Scheduling asbestos abatement after Memorial Day. It will be a 3-4 day process for two workers.
- Enormously successful reptile program was held on Saturday. Library was over capacity. Brought in large turtle that children could stand on. Also brought in a frog that mimics lily pad, a 15-foot snake, and non-poisonous tarantula.
- Kayaking canceled due to storms. Spent Sunday morning calling participants. Trying to reschedule for a Saturday, all Sundays are booked. For training classes 3 and 4, 15 people are already signed up. Weather delays are frustrating, but cannot do anything about it. Two of three events have been canceled.
- Adult programs are on hiatus until HVAC project is done. Availability of the basement is unknown.
- Summer Reading program has kicked off.

B. Review Policies 1.4 Gifts, Memorials and Special Collections, 1.5 Reference and Research, 1.6 Interlibrary Loan and 1.7 Examination Proctoring

- **1.4 Gifts, Memorials and Special Collections**
 - President Lamberti asked if there were any significant changes, before the Board votes on them. Director Marbella said the Board will vote at the next meeting on the policies. People often ask for receipt, but it is not the Library's responsibility to assign monetary value. Vice President Evans asked for types of specifications made. Director Marbella provided examples of conditions attached to gifts, but mentioned it has not happened since he has been with the library.
- **1.5 Reference and Research**
 - Trustee Chenski asked if we needed to define "prompt"? Vice President Evans disagreed. Director Marbella also mentioned it provided the Library some flexibility. President Lamberti added patrons may have different meaning for "prompt." Business Manager Muzal agreed also stating it

implied a response was provided. However, there could be requests that require time and the response then is that the Library is working on it.

- **1.6 Interlibrary Loan**

- Director Marbella clarified the last sentence covers out of state requests. The \$3 covers postage. There is no fee for in-state.
- Trustee Hunter asked about the frequency of these requests. Director Marbella and Assistant Director Schwanz said they receive a couple per month.
- Trustee Chenski asked what types of materials were requested. Director Marbella confirmed it was usually books that Illinois does not have.
- Trustee Hunter asked if it only included public libraries. Director Marbella stated it also included academic libraries. He also said they have run across situations where a library has the material but will not send it – like the university libraries. Some libraries have policies in place where if they are the sole owner of an item, they will not send it.

- **1.7 Examination Proctoring**

- Trustee Hunter asked if there was a charge for proctoring exams and types of requests received. Assistant Director Schwanz responded typically it was for exams related to certifications, online courses, real estate.
- President Lamberti asked if we still received requests for proctored exams. Assistant Director Schwanz confirmed the library does get these requests, but they are not as frequent as in the past.
- Trustee Chenski asked if any staff member could proctor. Director Marbella clarified it is typically the adult reference librarian.
- Trustee Poppe asked if the service was well-known. Director Marbella said he was not sure, but he thought most people signing up for the exam are referred to their local library. He also said the service is limited to Westchester residents only – it is very time-consuming. President Lamberti asked if the restriction to residents needed to be included in the policy. Director Marbella said it already was and arrangements had to be made ahead of time to ensure availability.

C. Annual resolution establishing prevailing rate of wages, Resolution #2018-02

- Director Marbella noted there are just a couple of changes. Section 6 is where we had to pay for advertising in a publication. This is no longer required and it will save the library some money. He also mentioned Trustee Poppe suggested adding, “Effective as of the date adopted,” towards the end. President Lamberti confirmed the Board would be able to review the revisions at the next meeting.

5. Unfinished Business – None

6. Public Comment – None

7. Board Member Comment

- Trustee Chenski asked Director Marbella if the financial advisor had been contacted. He will come to the July COTW.
- Director Marbella opened the kayak training on Father’s Day to the Board members. There are spots available since they lost a few people due to the May rainout that had to be rescheduled. The deadline is Wednesday to get the waivers to the forest preserve. The only date available to reschedule was Father’s Day.

- President Lamberti thanked Vice President Evans for speaking on Memorial Day. He also said a couple people from the park district asked about training for the 3-D printers. The date coming up will not work for them. Director Marbella said if it was just two of them, the library can accommodate them for a special training session. Business Manager Muzal said the park district had held their own 3-D printing trainings. President Lamberti was not aware of these, but thought the library should work with them.
- Trustee Chenski mentioned a person came up to him and asked when the library was going to expand. He asked the individual whether or not he had been to the library recently to see the remodeling. He had not. Trustee Chenski wondered how to engage these types of individuals. Director Marbella mentioned the kayaking trips have attracted non-traditional library users, which was one of the goals of the program. Trustee Chenski also recommended revisiting the open houses, as a way to showcase the changes and improvements to the library and re-engage those who do not frequent the library.

8. Executive Session – None

- 9. Adjournment** – President Lamberti made a motion to adjourn, seconded by Trustee Hunter. Motion carried. Adjourned at 7:25 p.m.