

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, JULY 23, 2018.

1. Pledge of Allegiance

2. Call to Order and Roll Call – Meeting called to order at 7:04 PM

- Present were President John Lamberti, Vice President Demitrus Evans, Trustee Fred Poppe, Trustee Gerald Chenski, Treasurer Jenice Hampton, Secretary Janette S. Maldonado, Director Fidencio Marbella, Assistant Director Bonnie Schwanz and Business Manager Allison Muzal.
- Absent was Trustee Elizabeth Hunter.

3. Public Comment – None

4. Review of Minutes

- A. COTW Meeting, June 11, 2018** – motion made by President Lamberti to accept the meeting minutes, seconded by Trustee Chenski. Motion carried. 6 Ayes, 0 Nays.
- B. Regular Meeting, June 25, 2018** – motion made by President Lamberti to accept the meeting minutes, seconded by Trustee Chenski. Motion carried. 6 Ayes, 0 Nays.
- C. COTW Meeting, July 9, 2018** – minutes not available.

5. New Business

- A. Payment of Bills** – Director Marbella highlighted a few expenses.
 - These included: Astoria Cleaning, replacement of a lost check for an employee – he added most employees are signed up for direct deposit – downloadable books, supplies for sewing program, choreographed fights for teens program, tree service, Wheel of Wisdom Youth Program, Illinois compiled statutes and retirement plan. Assistant Director Schwanz mentioned the Illinois compiled statutes would not be renewed after this year.
 - Trustee Hampton asked about the BMO Harris service charge, which Business Manager Muzal explained was assessed each month for the multi-users online accounts, but they are reversed each quarter. Director Marbella and Business Manager Muzal mentioned it saves several hundred dollars in postage since the bank prepares and sends out payments for the library.

Motion made by Vice President Evans to accept the payment of bills, seconded by Trustee Poppe. Motion carried. 6 Ayes, 0 Nays.

- B. Treasurer's Report** – presented by Treasurer Hampton.

The library is two months, 16.7%, through the fiscal year in the profit and loss statement. The library received \$24,010.95 from the Village of Westchester for fiscal year 2017 per capita grant, Back to Books grant in the amount of \$4,000, and PPRT in the amount of

\$7,030.43, which was transferred to the capital account. The library continues to maintain sufficient investments to maintain six months of operating expenses.

- Director Marbella added the library has already received approximately \$7k in property tax funds from tax payers who paid their property taxes early.
- Business Manager Muzal stated she added the investment funds each month, including a running total of gains, on the financial statements. The change is in response to the discussion the Board had at the last COTW. Year-to-date, the library has gained \$2,078.51. Director Marbella said showing the earnings (dividends and interest) each month will help assess financial adviser Matt Krajniak's performance.
- Trustee Poppe asked if the amount reinvested was shown in the statement. Director Marbella mentioned it was folded into the total account value, it's masked because the value of the bonds goes up and down.
- Director Marbella mentioned, one-third to one-half of the reserve fund was not invested because the HVAC project was expected to start in the spring, but was delayed. Mr. Krajniak was contacted in the summer to invest the funds, however, the funds were needed in September, so consequently, short-term investments were made.

Motion made by President Lamberti to accept the Treasurer's Report, seconded by Trustee Chenski. Motion carried. 6 Ayes, 0 Nays.

- C. Reaffirm Policies 2.3 Replacement Cards and 2.3.1 Lost or Stolen Cards** – motion made by President Lamberti to reaffirm policies, seconded by Vice President Evans. Motion carried. 6 Ayes, 0 Nays.
- D. Amend Policies 2.1 Library Card Registration, 2.1.1 Institutional Cards, 2.1.2 Temporary Cards and 2.2 Reciprocal Borrowing Cards** – motion made by President Lamberti to amend policies, seconded by Treasurer Hampton. Motion carried. 6 Ayes, 0 Nays.

6. Director's Report – presented by Director Marbella.

Director Marbella mentioned the library has \$200 more of the Back to Books grant to spend by September 30. A total of 34 people participated in the kayaking events on July 18 and 22. Chris, from Youth, and Patrick from Adult, will be writing an article about the program for the monthly magazine *Illinois Library Association Reporter*. The kayaking program will be assessed at the end of the season, October, based on staff time, cost and availability of Forest Preserve to continue to support. On August 3, during the all staff meeting, the Pilsen Wellness Center will be coming to talk about how to approach people in the library with mental illness. Other area libraries were invited to attend. A total of 13 librarians from four other libraries are attending. After the program Director Marbella will talk to these librarians about the kayaking program to promote it.

All boards dinner will be delayed, perhaps to late October, due to the HVAC project. It will be on the agenda as a Special Meeting.

Patron Story – the patron was taught how to work with Excel and Word. She mentioned it helped increase her confidence.

Motion made by Vice President Evans to accept the Director’s Report, seconded by Secretary Maldonado. Motion carried. 6 Ayes, 0 Nays.

7. Unfinished business – none

8. Board Member Comments

- Vice President Evans mentioned she was happy to see the program on mental health taking place. President Lamberti agreed. Director Marbella mentioned it was Kris Jacobson’s idea.

9. Adjournment – motion made by President Lamberti to adjourn, seconded by Vice President Evans. Motion carried. 6 Ayes, 0 Nays. Meeting adjourned at 7:34 PM.

Submitted by Janette S. Maldonado, Secretary, Westchester Public Library Board of Trustees