

**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 27, 2018**

**1. Pledge of Allegiance**

- a. The meeting opened with the Pledge of Allegiance

**2. Call to Order and Roll Call**

- a. President John Lamberti called the meeting to order at 7:06 p.m.
- b. Present were President John Lamberti, Vice President Demitrus Evans, Trustee Gerald Chenski, Trustee Elizabeth Hunter and Trustee Fred Poppe. Secretary Janette S. Maldonado arrived at 7:12 PM and Treasurer Jenice Hampton arrived at 7:14 PM. Also present were Director Fidencio Marbella, Assistant Director Bonnie Schwanz, Business Manager Allison Muzal.

**3. Public Comment – none**

**4. Review of Minutes**

**A. COTW Meeting, July 9, 2018** – titles to be updated in the roll call for Treasurer Hampton and Secretary Maldonado. Motion to approve the minutes with the revisions noted made by President Lamberti and seconded by Vice President Evans. Motion carried. 5 Ayes. 0 Nays.

**B. Regular Meeting, July 23, 2018** – title to be updated for Secretary Maldonado. Motion to approve the minutes with revisions made by President Lamberti and seconded by Trustee Chenski. Motion carried. 5 Ayes. 0 Nays.

**5. New Business**

**A. Payment of Bills**

- Director Marbella highlighted the payment to RAILS for the consortium databases and quarterly e-books; legal fees to confirm the need for a waiver for the kayak events; SWAN quarterly fee; and, the speaker fee for the mental health first aid program. Approximately 11-12 people from other libraries attended the mental health meeting and the presenter provided a resource sheet to the attendees.
- Trustee Hunter asked about replacement of Internet lines. Director Marbella confirmed the upgrade needed to be made (the old T1 lines are not going to be supported by AT&T in the future so the library switched to higher capacity fiber optic), however, the Library requested to make the changes sooner.
- Motion to approve the payment of bills in the amount of \$63,388.21 made by President Lamberti and seconded by Trustee Hunter. Motion carried. 6 Ayes. 0 Nays.

**B. Treasurer's Report**

- Business Manager Muzal presented the Treasurer's Report. She reported the library is a quarter of the way into the fiscal year and slightly under spending year-to-date. The library continues to maintain sufficient investments to cover over six years of operating expenses.
- Director Marbella mentioned the library has received nearly \$6,000 in tax revenue in August, which will be reflected at the next meeting.

- Motion to accept the Treasurer's report as presented by Business Manager Muzal made by President Lamberti and seconded by Vice President Evans. Motion carried. 7 Ayes. 0 Nays.

### **C. Reaffirmation of Policies**

- Motion to reaffirm policies 2.5 Overdue, Lost and/or Damaged Materials, 2.5.1 Fees, 2.7 Non-Print A/V Materials Use and 5.7 Signing Checks made by President Lamberti and seconded by Trustee Poppe. Motion carried. 7 Ayes. 0 Nays.

## **6. Director's Report**

- The Friends of the Library is donating \$8,000. Director Marbella contacted Joe Pokorny and he will match the gift. The furniture upstairs – 9 tables, 22 shuttle chairs, and 6 easy chairs – will cost the library only \$500 after using the two donations.
- *ILA Reporter* magazine will contain the article written by Patrick Callaghan about the kayak program in the October issue. He is working on a presentation for the Reaching Forward Conference held in Rosemont in May. If it is well received, it will be offered to ILA and possibly ALA in 2020. Trustee Hunter asked for clarification on Reaching Forward. Director Marbella explained it is a conference for the staff on the front lines of the library. He added the Forest Preserve was happy with the library's participation, which provided 150 out of 180 total participants. Three additional trips planned through the end of October.
- HVAC project will begin Tuesday morning with the abatement. The demolition of the mechanical room will begin next Monday. Portable AC units will be in place throughout the building to stay open for patrons and the staff's safety in case of hot weather.
- Director Marbella mentioned the kayaking events have been a learning experience and are taking a more relaxed approach, which is more enjoyable for the patrons. The library has trips planned through the end of October – three more river trips and two pond trainings. He will assess at the end if the program will continue next year. No other library is doing a program like it.
- Motion made by Trustee Hunter to accept the Director's report, seconded by Vice President Evans. Motion carried. 7 Ayes. 0 Nays.

## **7. Unfinished Business**

### **A. 2019 Board Schedule**

- Director Marbella consulted the library attorney regarding Trustee Poppe's proposal to hold the Committee of the Whole Meeting on the fourth Monday of the month, just before the Regular Meeting. The lawyer confirmed there are no restrictions on when to have the meetings. The Board discussed the proposal, alternate options and concerns, including: two separate meetings during peak months such as when the budget is reviewed, the bylaws on the allowable number of meetings a Trustee can miss, and importance of keeping consistency for the public and Trustees. Director Marbella reminded the Board the topic could be tabled, however, the schedule would need to be confirmed by December and must be set for the entire year.
- Motion to keep the meeting dates as proposed made by Trustee Poppe and seconded by Trustee Hunter. Motion carried. 7 Ayes. 0 Nays.

### **B. Holiday Closings and In-Service Dates**

- Motion to accept the holiday closing and in-service dates made by Trustee Chenski and seconded by Trustee Hunter. Motion carried. 7 Ayes. 0 Nays.

## **8. Board Member Comments**

### **A. Library Investments**

- Trustee Poppe – has done additional research on the library’s return on investment to determine if funds should be invested in CDs instead to improve return on investment. Awaiting proposals from three banks to determine return on investment on CDs today. Trustee Poppe researched investment houses and is not recommending moving forward with these. Also looked at Morgan Stanley and Fidelity which indicated not to purchase over \$250k in CDs from one bank to get FDIC guarantee. Business Manager Muzal provided a summary of the detail Mr. Krajniak included in his report to Trustee Poppe. The item will be added to a future Board agenda. The documents provided by Mr. Krajniak related to Trustee Poppe’s inquiry will be uploaded to Dropbox.
- President Lamberti mentioned he ran across an article, *11 Amazing Perks You Get from Your Local Library you Never Knew Before Now*, and noticed we provide several of the services on the list. However, he wonders if we are doing enough to advertise the services. Director Marbella mentioned marketing the services is always a challenge. Business Manager Muzal talked about a new program launching – Westchester Chamber of Commerce QuickBooks Clinic – for Westchester business owners and members of the Chamber, which she will be leading as an accountant and certified QuickBooks specialist.
- Trustee Hunter shared information on her experience during her and her son Jacob’s trip to Tanzania as part of the International African Council. She asked if the information gathered and photographs might be worth sharing at a library event. Director Marbella will talk with Patrick Callaghan from Adult Services about the program idea.

## **9. Adjournment**

- Motion made to adjourn by President Lamberti and seconded by Vice President Evans. Motion carried, 7 Ayes. 0 Nays. Adjourned at 8 p.m.

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