

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, SEPTEMBER 10, 2018

1. Pledge of Allegiance

2. Call to Order and Roll Call – meeting called to order at 7:08 p.m. by Treasurer Jenice Hampton.

A. Present were Treasurer Jenice Hampton, Trustee Gerald Chenski, Trustee Fred Poppe, and Secretary Janette Maldonado. Trustee Elizabeth Hunter joined the meeting at 7:22 p.m. Also present were Director Fidencio Marbella, Assistant Director Bonnie Schwanz and Business Manager Allison Muzal.

B. Absent were President John Lamberti and Vice President Demitrus Evans.

3. Public Comment – none.

4. Discussion Items

A. Library improvement ideas

Director Marbella provided the following updates:

- Demolition for HVAC project is starting Tuesday morning. Project should be completed by mid-/late-October. Abatement was completed last week. The rooftop unit will be demolished in about two weeks. There are nine portable AC units across the library. The doors are being opened to keep the library cool as needed. Treasurer Hampton asked when the doors were open. Director Marbella clarified it depended on the weather and how hot the inside of the library gets.
- Submitted application to ComEd. Nicor's application will be submitted after the project is complete. Approximately \$20k in reimbursement from the two utilities is expected.
- Roofing consultant will be contacted in the fall because shingles are missing and there is discoloration, possibly due to moss. He is requesting an assessment of the building. Any repairs needed will be done in the spring.
- Depending on cost of shingle repairs, the library will be repainted inside and outside. He is aware the exterior paint has lead and will need to be properly removed. Trustee Chenski asked about the process. Director Marbella will talk to the consultant about what would be needed.
- Programming will be resuming in October with the Al Capone program.
- By the end of October, 200 residents will be trained on kayaking. Ten people entered the lottery to-date for the October event.
- The library did not receive the BestBuy grant.
- Trustee Poppe asked what will the total cost of the HVAC project – engineering, abatement, etc. Director Marbella said to-date \$43k has been spent, including mechanical assessment, abatement testing, engineering design work, portable air conditioners, and required public notice. The total project is estimated around \$425k-\$430k, but the funds from ComEd and Nicor would need to be deducted.
- Business Manager Muzal mentioned the expenses were set aside in the Money Market account. Director Marbella mentioned he asked for \$400k in Money Market funds be available to pay for project in the fall.

B. Review Policies 3.3 Public Relations, 3.4 Library Programs, 4.2 Beverages/Food and 4.3 Renovation and Maintenance Schedule

- Trustee Chenski recommended a revision to 3.3 Public Relations adding statement allowing the President to appoint a suitable Board member or outside consultant to serve as the official spokesperson for library policies. Brief discussion followed for reasons to appoint

another member, such as in the absence of the President or Vice President. Director Marbella recommended using similar language to the last sentence in the policy allowing the Library Director to appoint another person.

C. Review of the By-Laws of the Westchester Public Library Board of Trustee

- The Board members agreed to review the first three articles and more at the October meeting.
 - Proposed adding “should the need arise” to description of committees since there have not been committees appointed and three or more trustees gathered together would be considered a meeting under OMA.
 - Trustee Chenski asked for clarification on “actively participate in legislative process,” which Director Marbella explained it would be to act as a lobbyist for the library.

5. Unfinished Business

- Director Marbella proposed establishing a policy for the use of the 3-D Printer. To protect against using the printer to print parts for guns, in light of current litigation concerning whether blueprints can be posted to the Internet. Board in agreement to establish a policy prohibiting the printing of gun parts. Conceal and carry laws prohibit carrying a weapon in the library, which printing parts in the library would also be in violation. Board members agreed. Director Marbella will be speaking to other directors about their policies and the library attorney.

6. Board Member Comment

- Trustee Poppe waiting for last proposals from banks to review rates for CDs. There is a meeting being held Thursday with branch manager from Inland Bank in Hillside and library director. They are presenting the rate of return on CDs. A summary of Trustee Poppe’s findings will be prepared for the Board to review and determine how to move forward with investments.
- Trustee Chenski asked if there was reason to pursue research on the CD rates since Matt Krajniak confirmed the rate would be based on maturity. Concern was expressed that the Board would be responsible for managing the CDs. Trustee Poppe mentioned a brokerage could manage on behalf of the Board for little to no fee. Director Marbella mentioned the banks will provide an estimate based on the annual rate of return. Treasurer Hampton expressed it would be beneficial to see the comparison. Trustee Chenski agreed the comparison would be useful it was an apples-to-apples comparison of all fees, e.g. management, service fees, etc.

7. Executive Session – none

8. Adjournment

- Motion made to adjourn by Treasurer Hampton and seconded by Trustee Chenski. Adjourned at 7:48 p.m.

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