

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, OCTOBER 8, 2018

1. Pledge of Allegiance

2. Call to Order and Roll Call – meeting called to order at 7:05 p.m. by President John Lamberti.

Present were President Lamberti, Treasurer Jenice Hampton, Trustee Gerald Chenski, Trustee Fred Poppe and Secretary Janette Maldonado. Vice President Demitrus Evans joined at 7:07 p.m. Also present were Director Fidencio Marbella, Assistant Director Bonnie Schwanz and Business Manager Allison Muzal. Absent was Trustee Elizabeth Hunter.

3. Public Comment – none

4. Discussion Items

A. Matthew Krajniak with Focus Financial to discuss Library's Reserve Fund – had a death in the family and will not be present at the meeting; rescheduled for the Nov. 12 COTW.

B. Library Improvement Ideas

- HVAC Update – Director Marbella mentioned the wires for the basement could not be pulled. A change order will be required to run new conduit through the ceiling, which will keep them out of flood issues in the future. If approved, there will be another overnight shift. Trustee Chenski asked about the cost, which Director Marbella was still waiting for the proposal. He also mentioned he was returning all but two portable A/C units, since the weather has gotten cooler. President Lamberti asked about the overall cost of the project. Director Marbella mentioned, with changes, the cost was expected to be about \$411k and \$500k was budgeted for the project.
- Roof Shingles – IRSC conducted a preliminary assessment of the shingles on the roof, which showed the cedar shingles have not been treated since installation and are dried out. Many are split down the middle and curling at the edges. Director Marbella is going to contact architects since, going with something other than cedar, can change the look of the library. He will explore low maintenance options.
- Kayaking trips – only two left to be held in October.
- The spirit event has 25 participants signed up.
- Al Capone event rescheduled to November.
- 3-D Printers – no schools have come out. Youth Services is contacting other schools, to see if they want to do a field trip to the library, including PMSA. A patron developed a prototype of a device that measures a batter's swing. The patron took the prototype to a company and they are manufacturing the device, which he will sell through his website.

C. Review of Policies 4.4 Accessibility of Facility, 4.5 Disruptive Behavior and 4.6 Unattended Children –

- President Lamberti and Trustee Chenski asked if the library was ADA compliant. Director Marbella confirmed. President Lamberti also asked if any inspections were conducted and Director Marbella said there were no inspections to enforce compliance but the library has done self-audits.
- Trustee Chenski asked if the Patron's Responsibilities were posted. Director Marbella confirmed they are posted on every floor.

D. Review of the By-Laws of the Westchester Public Library Board of Trustees – Reviewed by-laws V through X. Clarifications made about the time frame to notify Board members of special or emergency meetings. Director Marbella explained the difference between notice a member of the public wanting to address the Board and when the member of the public wants to add an item for discussion to the agenda. President Lamberti asked if personnel files were under lock and key in Director Marbella's office, which he confirmed. Request by President Lamberti to add Library Director, Library Treasurer and Business Manager as the persons who prepare the library budget. He also asked if it was part of the Business Manager's job description, which Director Marbella confirmed.

5. Unfinished Business – Vice President Evans, Trustee Chenski and Director Marbella will be attending the Westchester Council Government Meeting on October 16.

- Vice President Evans asked about exploring solar panels, if the shingles had to be replaced. Director Marbella mentioned the library had previously explored it and had submitted a request for grant funding. The estimate was that only 30-40% of energy could come from solar power, due to the small size of the library's roof.
- Director Marbella mentioned that President Lamberti's and Trustee Chenski's terms are concluding. They will need to be re-elected. He also stated Trustee Poppe and Secretary Maldonado would need to run for election, since both were appointed to complete terms. Director Marbella will send link to county website with information on board elections to the Trustees.

6. Board Member Comment – none

7. Executive Session – none

8. Adjournment – President Lamberti made a motion to adjourn. Seconded by Vice President Evans and motion carried. Adjourned at 7:40 p.m. 6 Ayes. 0 Nays.

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