

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, OCTOBER 22, 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 John Lamberti, Vice President Demitrus Evans, Treasurer Jenice Hampton, Trustee Gerald Chenski, and Trustee Fred Poppe. Secretary Janette Maldonado joined at 7:10 p.m. Trustee Elizabeth Hunter joined at 7:15 p.m. Also present were Director Fidencio Marbella, Assistant Director Bonnie Schwanz and Business Manager Allison Muzal.

3. Public Comment – none.

4. Review of Minutes

A. Minutes for the Regular Meeting on September 24, 2018 – not available for review.

B. Minutes for the Committee of the Whole Meeting on October 8, 2018 – not available for review.

5. New Business

A. Payment of Bills

Director Marbella provided the following updates:

- BMO Harris credit card was high as a result of a deposit totaling \$2,500 paid for the lease of AC units needed while the HVAC is replaced. The balance will be due several weeks later. The lease was extended two weeks as a result of the hot weather. President Lamberti asked if the expense was part of the HVAC project budget. Director Marbella confirmed it was.
- Other expenses mentioned were the SWAN quarterly fee, Versatile Computer monthly IT support, large print books, and the Hartford annual workers compensation expense.
- Motion made by Vice President Evans to approve the payment of bills in the amount of \$52,798.08 and seconded by Trustee Chenski. Motion carried. 5 Ayes. 0 Nays.

B. Treasurer's Report

- Treasurer Hampton reported the library is five months into the fiscal year. The Library has received \$1,106.91 in tax levy, \$20,897.50 for the Per Capita grant, and \$1,166.48 in non-budgeted revenue during September. The year to date expenses was 38.1% below the projected expenses as a result of a delay of billing for professional fees.
- Auditor field work was completed but cannot issue report until the Village completed their report. Director Marbella and Business Manager Muzal mentioned mainly the last portion pending was the IMRF pension numbers.
- Business Manager Muzal confirmed the auditors will be billing the Library in October going forward as opposed to the summer. President Lamberti asked if the variance in the year-to-date expenses was going to remain lower than projected. Business Manager Muzal said it would not stay below. She anticipated spending the projected amount, however, she explained the variance was a result of the timing of when professional fees were paid.
- Motion made by President Lamberti to accept the Treasurer's Report and seconded by Trustee Evans. Motion carried. 6 Ayes, 0 Nays.

C. Reaffirm Policies 4.4 Accessibility of Facility, 4.5 Disruptive Behavior and 4.6 Unattended Children – No changes recommended for any of the three policies. Motion made by Treasurer Hampton and seconded by Trustee Chenski. Motion carried. 6 Ayes, 0 Nays.

D. Amend Bylaws of the Board of Trustees – Two changes made, one was regarding the committees and the addition of the Business Manager to preparing the budgets (Article IX). Motion made by Treasurer Hampton to approve the bylaws with the proposed changes and seconded by Vice President Evans. Motion carried. 6 Ayes. 0 Nays.

6. Director's Report

- Director Marbella mentioned program scheduling is starting up again. Three events are already scheduled, including one coming up on Saturday. Director Marbella expected the room downstairs to be completed by November 8.
- Brookfield Zoo will be contacted for an event in February. Updated the Friends of the Library regarding infrastructure changes.
- The Library is hosting a box for Operation Gratitude, a program where candy and stuffed animals are collected and sent to the troops overseas.
- Director Marbella, Trustee Chenski and Vice President Evans attended the All Boards Meeting. Trustee Chenski mentioned not much applied to the Library board.
- Will begin working on IEEE grant to prepare science kits for patrons to check out.
- HVAC update – final completion date November 8 or 9. The parking lot will have to be shut down for 2-3 hours to bring in the rooftop units. The book drop will be moved to the curb.
- There were three change orders: 1) replacing of piping in basement for electrical pole, 2) raise sprinkler heads, and 3) create a ceiling in the mechanical room. Even with the changes, the project will still be within budget.
- Final kayaking class was held the day before. Only six participants showed up because of the cold weather. They are inviting previous participants to fill up the last river trip.
- Motion made to approve the Director's Report by President Lamberti. Seconded by Trustee Chenski. 7 Ayes, 0 Nays.

7. Unfinished Business

- A. All Boards Meeting** – Westchester Library is scheduled to be the next host in February. Date will need to be set. In February, the Illinois Department of Public Health uses the room to conduct hearing tests, which limits the availability to host the meeting. Director Marbella will send 2-3 date options to the Board members to determine the best option.
- B. October 2018 All Boards Meeting** – Director Marbella said the Village Board submits the levy to the county on behalf of the library. Typically, the Village has prepared the levy, however, Director Marbella was informed the library should prepare its own this year. Director Marbella will contact the lawyer to discuss the process and if the library is able to prepare its own levy. President Lamberti asked about the timing. Director Marbella mentioned the village typically approves in December. The library will need to approve before it is sent to the Village. The Board expressed concern about the library being excluded from important information as a result of the personnel changes at the Village. Business Manager Muzal mentioned the library is reaching out early to the village to prevent not being included in key communications.
- C. Board Member Election** – Director Marbella mentioned there are four Trustee positions that will need to run for election. These are seats held by: President Lamberti, Trustee Chenski, Trustee Poppe and Secretary Maldonado. John O'Driscoll, the library lawyer, emailed information about the process. Two Trustee seats will be for 4-year terms and two seats will be for 2-year terms. Current Trustees will need to determine length of term. Secretary Maldonado informed the Board she will not be running for election. Secretary Maldonado's current term will conclude at the end of April 2019. Trustee Poppe had questions regarding the forms that need to be completed and the how the voting process. The Board mentioned the forms were available online and the candidates running for the Board will be included on the ballot in the spring. Treasurer Hampton offered to find the form and share the link with Business Manager Muzal or Director Marbella to be given to the Trustees running for re-election.

- 8. Executive Session** – President Lamberti made motion to enter Executive Session for the purpose of reviewing minutes of the Executive meetings. Seconded by Trustee Hunter. Executive Session entered at 7:49 p.m. and returned to the Regular Meeting at 8:07 p.m.

Secretary Maldonado made a motion to release the Executive Session Meeting minutes for:

- December 11, 2017
- December 18, 2017
- February 12, 2018
- February 26, 2018 and

- March 26, 2018

and to retain confidentiality for the meeting minutes of:

- August 12, 2013
- November 11, 2013
- February 24, 2014
- May 19, 2014
- May 30, 2014
- June 23, 2014
- September 28, 2015
- November 9, 2015
- December 14, 2015
- November 28, 2016
- May 22, 2017
- July 24, 2017
- April 23, 2018

Motion seconded by Treasurer Hampton. Motion carried. 7 Ayes, 0 Nays.

9. Adjournment

- Motion made to adjourn by President Lamberti and seconded by Treasurer Hampton. Adjourned at 8:10 p.m.

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