

**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, SEPTEMBER 24, 2018**

**1. Pledge of Allegiance**

**2. Call to Order and Roll Call** – meeting called to order at 7:07 p.m. by President John Lamberti.

Present were President Lamberti, Vice President Demitrus Evans, Treasurer Jenice Hampton, Trustee Gerald Chenski, Trustee Elizabeth Hunter and Secretary Janette Maldonado. Trustee Fred Poppe joined the meeting at 7:16 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 Committee of the Whole Meeting on August 13, 2018** – Motion to approve the minutes made by President Lamberti and seconded by Trustee Chenski. Motion carried. 6 Ayes. 0 Nays.

**B. Minutes for the Regular Meeting on August 27, 2018** – Treasurer Hampton noted a correction to the time under item b. Motion to approve the minutes, with the typo corrected, made by President Lamberti and seconded by Treasurer Hampton. Motion carried. 6 Ayes. 0 Nays.

**C. Minutes for the Committee of the Whole Meeting on September 10, 2018** – Trustee Hunter requested correction to total cost of HVAC project listed as \$425 instead of \$425k. Motion made to approve the minutes with the correction made by President Lamberti and seconded by Trustee Hunter. Motion carried. 6 Ayes. 0 Nays.

**5. New Business**

**A. Payment of Bills**

Director Marbella provided the following updates:

- Bradford Systems required one-third of the total cost as a down payment for the Adult furniture ordered to replace tables and sun-faded chairs. Delivery is expected after HVAC project. The old tables and chairs will be given to other libraries or schools.
- Treasurer Hampton asked for clarification on the vendor Penguin Random House – they are an audiobook publisher.
- Trustee Hunter asked about Cengage Books and Vernon Library Supplies. Assistant Director Schwanz stated the first is a publisher of large print books. Vernon Library Supplies are for the date due tabs, which last about a year. Treasurer Hampton asked if it was common to still use stickers for due dates. Director Marbella mentioned the labels were a security device to prevent books being taken without checking them out. It is required for the type of security system the library has in place.
- President Lamberti asked about IMRF. Director Marbella stated it's the staff pension fund.
- Trustee Evans asked if the library had to pay each time to be included in the village newsletter. Business Manager Muzal confirmed it was \$200 per page and that the library advertises on two pages about four times per year with the other eight months only one page; this is cheaper than materials and postage for a standalone newsletter.
- President Lamberti made the motion to approve the payment of bills in the amount of \$26,406.87. Seconded by Vice President Evans. Motion carried. 7 Ayes. 0 Nays.

**B. Treasurer's Report**

- Treasurer Hampton reported the library received \$230,715.40 in tax levy revenue, \$8,000 in donations and \$1,788.37 in non-budgeted revenue during August. Year-to-date, the library is 18.8% of total budget, 33.3% below target budget. This is due to timing of professional fees and insurance being paid later than anticipated.
- Tax levy monies are deposited into an account (1799) with an interest rate of 0.010%; capital account (2206) has an interest rate of 0.558%. In August, a total of \$500k was transferred from the tax levy account to the capital account to take advantage of the higher interest rate.
- The library continues to maintain sufficient investments to cover expenses for six months.

- President Lamberti asked what makes up the non-budgeted revenues. Director Marbella explained these are fines, fees, and room rental revenues. He also added the professional fees include the audit fee, which is typically paid this time of year. Business Manager Muzal mentioned the audit fee will be paid around November this year.
  - Motion made by President Lamberti and seconded by Trustee Evans. Motion carried. 7 Ayes. 0 Nays.
- C. Amend Policy 3.3 Public Relations** – Revision made to the Public Relations policy allowing the Board President to appoint another board member as spokesperson for the board or hire a media consultant if necessary. Motion made by Treasurer Hampton, seconded by Trustee Chenski. Motion carried. 7 Ayes. 0 Nays.
- D. Reaffirm Policies 3.4 Library Programs, 4.2 Beverages/Food and 4.3 Renovation & Maintenance Schedule** – No changes to 3.4, 4.2, and 4.3. Motion made by President Lamberti and seconded by Vice President Evans. Motion carried. 7 Ayes. 0 Nays.

## 6. Director's Report

- Director Marbella mentioned he is meeting with the Forest Preserves to discuss presenting at the Reaching Forward Conference about the partnerships between libraries and forest preserves, or other organizations, and how these are beneficial. Director Marbella mentioned there has been a lot of bad press for the Forest Preserve, lately, and does not feel the Forest Preserve is taking advantage of the positive media relations created by the kayaking events.
- The Per Capita grant was received, totaling \$20k. Also received passes for Chicago Botanic Garden.
- He reported the demolition for HVAC project was almost complete. Friday night the library closes at 6 p.m., if the HVAC units have arrived, the power will be shut down overnight. Director Marbella will be on overnight, while crew is working. The library is providing staff with water and ice cream to keep cool.
- Patron stories – a woman who has a son with cerebral palsy, approached Director Marbella during the kayaking event. She thought the program was a great opportunity for her son who does not have good athletic abilities. Director Marbella mentioned there were opportunities for special group programming such as a special needs offering. There are plans to host special events for groups – Veterans, Teacher Appreciation, First Responders, etc. – in 2019.
- Motion made to accept the Director's report by President Lamberti and seconded by Treasurer Hampton. Motion carried. 7 Ayes. 0 Nays.

## 7. Unfinished Business

- A. Discussion of reserve fund investment options** – Trustee Poppe reviewed the summary of his findings on the management of library investments. Trustee Hunter asked for clarification of the investment amounts shown on the proposals for the first 6 month and subsequent 6 month period. Treasurer Hunter asked if the bank would manage the account and Trustee Poppe confirmed the bank would and then excused himself from the conversation, leaving the room.
- The Board asked Business Manager Muzal for her feedback on the proposals. She mentioned at one point the library only had CDs as investments and then decided to go with a financial advisor, due to higher returns. She suggested a mix of CDs, bonds, and other options. She also recommended waiting to invest funds until after the HVAC project to identify the amount of funds available to invest.
  - Secretary Maldonado asked how Matt Krajniak was selected as the financial advisor. Business Manager Muzal stated he was a referral, as were other advisors, who made presentations to the Board members. He was the financial advisor selected by the Board. Secretary Maldonado noted the process of presenting to all the Board members seemed more appropriate.
  - Director Marbella pointed out the rates on the CDs will be similar, regardless of the bank, the Board needs to determine where it would be best to have the investments – in the CDs or through the management of bonds.
  - The Board recommended the findings be shared with Matt Krajniak to explore what he can propose to get a better rate of return for the library. Then, invite the banks that prepare proposals to present to the Board, if the Board is unsatisfied with the proposed return on investment from Focus Financial. Treasurer Hampton recommended having a mix, a certain percentage in CDs and another in bonds or other options. Business Manager Muzal clarified there was a mix \$200k in CDs already, \$500k in cash,

and about \$600k in bonds and money market. By the end of October, the library should have \$700k total to invest.

- Director Marbella will contact Matt Krajniak to present in October, in order to allow banks to present at a future meeting, if needed.
  - Trustee Poppe returned at 8:02 p.m. and he added that the rates are based as of a particular date. There are risks involved if this goes forward – a downturn in the economy will make the bond investments look more favorable.
- B.** By-Laws, Article IV – only the Treasurer or certified financial planner, with oversight from the Board, can invest funds. Article V – President Lamberti asked the date of the annual meeting noted in the Article. Director Marbella responded it is in May, when board officers are elected.
- C.** Director Marbella received an email from the new Village Manager – David Plyman. The Westchester Council of Government Meeting will be on Tuesday, October 16 at 7 p.m. The purpose is to conduct an informal roundtable discussion of issues impacting the community, planned projects, programs and events – similar to the All Boards Meeting. President Lamberti is interested in attending. Director Marbella will remind the Board to determine which Trustees are attending.
- D.** Trustee Hunter mentioned an article in the Washington Post about the New York public library, which is loaning ties, briefcases and other items to patrons. Director Marbella mentioned it is a trend with libraries to lend non-traditional items, but they can be difficult to maintain.

**8. Executive Session – none**

**9. Adjournment**

- Motion made to adjourn by President Lamberti and seconded by Vice President Evans. Adjourned at 8:17 p.m.

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