

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, JANUARY 13, 2020

1. Pledge of Allegiance

2. Call to Order and Roll Call – In the absence of President Demitrus Evans, Vice President Elizabeth Hunter asked if Trustee John Lamberti would be willing to run the meeting and Trustee Lamberti agreed. Meeting called to order at 7:16 PM by Trustee John Lamberti. Present were Vice President Elizabeth Hunter, Trustee Jenice Hampton, Trustee Shannon Flint, Treasurer Fred Poppe and Trustee John Lamberti. Absent was President Demitrus Evans. Also present were Director Fidencio Marbella, Assistant Director Bonnie Schwanz and Business Manager Allison Muzal.

3. Public Comment – No public comment.

4. Discussion Items

A. Library Improvements

- The replacement of the cedar shakes is finally complete. We still have the 10% retainage until the final inspection by our roofing consultant is complete.
- Due to the anticipated inclement weather on January 11 the Chicago Motor Coach program with Jack Doyle and the Friends of the Library annual meeting were both postponed.

B. Strategic Plan Discussion – Director Marbella presented the updated 2020-2023 strategic plan. The work was done by Director Marbella, Youth Services Manager Kris Jacobson and Adult Services Manager Patrick Callaghan. The introduction was changed along with the Mission and Values sections. Goals were updated to remove those goals already accomplished and to add in new ones. Trustee Lamberti asked about the possibility of using focus groups to help improve library services. Director Marbella discussed the possibility of remodeling the Youth story time room and creating more spaces in the Adult department for future growth.

C. Next Intergovernmental Meeting – Proviso West High School will be the host for the next intergovernmental board meeting to be held on January 23. Director Marbella will be able to attend and he asked board members to let him know by January 17 if any of them will be attending.

D. Switch of Payroll Providers – The village informed the library that they would be switching payroll providers from Paylocity to ADP. The library ran its first ADP payroll on January 15.

E. Trustee Job Description – no changes were suggested at this time.

F. Library Legislative Luncheon – There will be an upcoming legislative luncheon on February 3 in Oakbrook. So far, Treasurer Poppe will be able to attend along with Director Marbella and probably one other library staff member.

G. Bond Maturing – Financial advisor Matt Krajniak notified the library that there will be a \$50,000 bond maturing in the library's reserve fund. Treasurer Poppe asked that Mr. Krajniak come for a

meeting with Business Manager Muzal and Director Marbella about future investment returns and investment options.

- H. Board Opening Candidates** – Director Marbella received two completed questionnaires and will try to arrange interviews with the candidates for an executive session at the January 27 Regular meeting.

- 5. Unfinished Business** – Assistant Director Schwanz informed the board of her retirement this July. Trustee Hampton asked if there was an update on being open on Sundays year round. There were no changes suggested at this time. Trustee Lamberti asked for an update on going fine free. Our timeline is looking for implementation by mid-February.

- 6. Public Comment** – No public comment.

- 7. Board Member Comment** – none

- 8. Executive Session** – Since President Evans was absent, the board delayed the Executive Session for the Director’s review until the February COTW.

- 9. Adjournment** –Treasurer Poppe made the motion to adjourn, seconded by Trustee Flint, 5 ayes, 0 nays, 1 absent, motion carried and the COTW meeting was adjourned at 8:22 PM.

Submitted by Fidencio Marbella, Director, Westchester Public Library