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, DECEMBER 16, 2019

1. **Pledge of Allegiance**

2. **Call to Order and Roll Call** – Meeting was called to order at 7:08 PM by President Demitrus Evans. Present were President Demitrus Evans, Vice-President Elizabeth Hunter, Treasurer Fred Poppe, Trustee Shannon Flint and Trustee John Lamberti. Absent was Trustee Jenice Hampton. Also present were Director Fidencio Marbella, Assistant Director Bonnie Schwanz and Business Manager Allison Muzal.

3. **Public Comment** – No public comment.

4. **Review of Minutes**
   - **A.** Regular Meeting, November 25, 2019 – President Evans motioned to approve the minutes as presented, seconded by Trustee Lamberti, 5 ayes, 0 nays, 1 absent, motion carried.
   - **B.** COTW Meeting, December 9 2019 – Vice President Hunter noted a typo in 4A (Seat Tight should be Seal Tight). President Evans motioned to approve the minutes as presented with the correction, seconded by Vice President Hunter, 5 ayes, 0 nays, 1 absent, motion carried.

5. **New Business**
   - **A. Payment of Bills –** Director Marbella highlighted the following expenses:
     - $1,650 to Interstate Roof Systems for their consulting and oversight work on the cedar shake replacement.
     - President Evans asked about the $1,000 to Recorded Books for the Zinio collection. Assistant Director Schwanz explained that this is for our patron's online magazine access.
     - $1,051.91 to Thyssenkrupp for the elevator inspection.

     Motion for approving the payment of bills in the amount of $21,596.19 was made by President Evans**,** seconded by Trustee Lamberti, 5 ayes, 0 nays, 1 absent, motion carried.
   - **B. Report to the Treasurer –**
     Business Manager Muzal reported that we're seven months into the fiscal year and have received $2,264.35 in tax levy income and $7,390.45 in non-budgeted revenue during November and that we are still slightly below our budget at 54.28% spent vs. a target of 58.33%. The library still retains sufficient reserves to cover six months of operating expenses. Director Marbella reported that the maturing $200,000 CD at BMO Harris will be used to fund the two new accounts opened at Inland Bank. President Evans motioned to accept the Report to the Treasurer by Business Manager Muzal, seconded by Vice President Hunter, 5 ayes, 0 nays, 1 absent, motion carried.
   - **C. Reaffirm Policies** – President Evans motioned to reaffirm Policies 6.70 Conference Attendance and 6.75 Discipline Philosophy, seconded by Treasurer Poppe, 5 ayes, 0 nays, 1 absent, motion carried.
   - **D. Amend Policies** – President Evans motioned to amend Policies 6.72 Payment in Lieu of Health Insurance and 6.74 Job Descriptions with the changes recommended at the December 9 COTW meeting, seconded by Treasurer Poppe, 5 ayes, 0 nays, 1 absent, motion carried.

6. **Director's Report**
   - Youth will be having a book talk with author Celia Perez in February. The library will bring on Anderson's Books to sell copies of her books after the program.
   - The 3D printers were recently returned by WMS and are now on loan to Proviso West High School.
   - Three new libraries may be joining the SWAN consortium in November, 2020 – Glenside, Warrenville and Roselle, assuming SWAN membership votes to approve.

- Architect Dan Pohrte dropped off samples of the material being used for the new Circulation desk.

President Evans motioned to accept the Director's Report, seconded by Vice President Hunter, 5 ayes, 0 nays, 1 absent, motion carried.

7. **Unfinished Business** – none

8. **Board Member Comment**
   - **A.** Celebrate Westchester Chamber of Commerce Dinner, January 25, 2020 – Trustee Lamberti, President Evans and Treasurer Poppe all said that they would attend.
   - **B.** Trustee Description – Trustee Flint felt there was a need to amend the description the library gives to potential trustee candidates, specifically the time commitment. After discussing this and other wording in the description, Vice President Hunter and Trustee Flint agreed to come up with their recommended changes and present their revisions at the January 13 COTW meeting.
   - **C.** Dr. Martin Luther King Day – Director Marbella presented the library's plans for Martin Luther King Day, including a youth story time, a showing of the movie *The Watsons Go to Birmingham*, crafts, and puzzles. In February, the Adult department will host a speaker who had marched with Dr. King. Treasurer Poppe suggested the library host additional multi-cultural programming throughout the year. President Evans will reach out to Pastor Joe Mills from Westchester Community Church about possibly creating a panel discussion on the different ethnicities here in Westchester.

9. **Public Comment –** No public comment

10. **Executive Session –** Purpose: Discussion of Personnel. President Evans motioned that the board go into Executive Session for the purpose of discussing the library director's annual review pursuant to Section 2(c)(1) of the Illinois Open Meetings Act, seconded by Treasurer Poppe. Roll call vote was taken with President Evans, Vice President Hunter, Trustee Lamberti, Treasurer Poppe and Trustee Flint aye, 0 nays, 1 absent. At 8:16 the board entered executive session.

    At 8:45 PM the board exited executive session and returned to the regular meeting.

11. **Adjournment –** Motion made by Vice President Hunter to adjourn, seconded by Trustee Lamberti, 5 ayes 0 nays, 1 absent, motion carried and the regular meeting was adjourned at 8:45 PM.

Submitted by Fidencio Marbella, Director, Westchester Public Library