

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, JANUARY 27, 2020

1. Pledge of Allegiance

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

3. Public Comment – No public comment.

4. Review of Minutes

- A.** Regular Meeting, December 16, 2019 – An incorrect date should be changed in section 5D. Vice President Hunter motioned to approve the minutes with the correction in date, seconded by Trustee Lamberti, 5 ayes, 0 nays, 1 absent, motion carried.
- B.** COTW Meeting, January 13, 2020 – Trustee Lamberti noted a grammar error to be corrected in section 2. Vice President Hunter motioned to approve the minutes as presented with the correction, seconded by Treasurer Poppe, 5 ayes, 0 nays, 1 absent, motion carried.

5. New Business

A. Payment of Bills – Director Marbella highlighted the following expenses:

- \$165,000 for Westchester Library was our transfer of funds from BMO Harris to Inland Bank as the library begins the process of switching banks.
- Interstate Roof Systems Consultants (IRSC) was paid \$1,100 for their consulting on the cedar shake replacement.
- \$1,536 to Dasher is to pay for a new supply of 3,000 library cards (which should last about three years).
- \$6,029 to SWAN is for the library's quarterly SWAN membership fee.

Motion for approving the payment of bills in the amount of \$215,334.78 was made by Trustee Flint, seconded by Trustee Lamberti, 5 ayes, 0 nays, 1 absent, motion carried.

B. Report to the Treasurer –

Business Manager Muzal reported that we are eight months into the fiscal year and have received \$3,719.84 in tax levy income and \$1,195.95 in non-budgeted revenue during December and that we are still below our budget at 61.85% spent vs. a target of 66.66%. The library still retains sufficient reserves to cover six months of operating expenses. Vice President Hunter motioned to accept the Report to the Treasurer by Business Manager Muzal, seconded by Treasurer Poppe, 5 ayes, 0 nays, 1 absent, motion carried.

C. Reinvestment of Maturing Reserve Fund Bond – Financial Adviser Matthew Krajniak notified the library that in February a \$50,000 bond in the reserve fund will be maturing. The options are to put the funds into cash or to reinvest in another bond. Vice President Hunter motioned to reinvest the funds into another bond provided the bond interest rate exceeds the money market rate, seconded by Trustee Hampton, 5 ayes, 0 nays, 1 absent, motion carried.

D. Westchester Public Library Fine Free – Circulation Manager Pat Sinacore updated the board on the plans for going fine free. SWAN representatives will be coming to the library's February 7 All Staff to discuss the process with the staff. The timetable has this going into effect in mid-February with publicity about this starting on March 1. Vice President Hunter motioned to have the library institute

fine free procedures effective in February, seconded by Trustee Hampton, 5 ayes, 0 nays, 1 absent, motion carried.

- E. 2020-2023 Westchester Public Library Strategic Plan** - Vice President Hunter motioned to accept the 2020-2023 Strategic Plan as discussed at the January 13 COTW, seconded by Trustee Lamberti, 5 ayes, 0 nays, 1 absent, motion carried.

6. Director's Report

- The library was contacted by the Institute of Electrical and Electronics Engineers regarding the grant that Kim and Niki from Adult won last year. The IEEE said that they have some surplus grant funds and would the library be interested in requesting additional money. We said yes and we will be receiving an additional \$1,010.00 to purchase additional STEM materials.
- Director Marbella attended the Friends annual meeting on January 20 and updated the group on what's coming up in 2020. The Friends will be giving the library a check for \$4,000 to fund future programming.
- The Forest Preserve District of Cook County borrowed our Nature Discovery Challenge equipment for their own program on January 14 and has two more programs scheduled in February and April. Additionally, the Tinley Park PL has inquired about borrowing the NDC cameras and laptops for their own program in June or July.

Treasurer Poppe motioned to accept the Director's Report, seconded by Trustee Hampton, 5 ayes, 0 nays, 1 absent, motion carried.

7. Unfinished Business

- A. Retirement of Library Attorney William Raysa** – Longtime library attorney William Raysa of Tressler, LLP will be retiring on January 31. Another partner with the firm, John O'Driscoll, will be taking over. Director Marbella will be having a meeting with Attorney O'Driscoll on January 29 to discuss the transition.
- B. Review of January 23 Intergovernmental Meeting at Proviso West** – Director Marbella and Adult Services Manager Patrick Callaghan attended. West's facilities manager Angelo Calcagno will be reaching out to the library with questions about our permeable paver parking lot. District 209 and District 92 ½ thanked the library for the loan of the 3D printers.

- 8. Board Member Comment** – Vice President Hunter wondered if the library might be able to improve the online magazine offerings.

- 9. Public Comment** – No public comment

- 10. Executive Session** – Purpose: Interviews with Board Candidates – Vice President Hunter motioned that the Board go into executive session for the purpose of the selection of a person to fill a public office as defined in this Act, including a vacancy in a public office pursuant to Section 2(c)(3) of the Illinois Open Meetings Act, seconded by Trustee Hampton, roll call vote – Vice President Hunter, Trustee Hampton, Treasurer Poppe, Trustee Lamberti and Trustee Flint aye, 0 nays, 1 absent, motion carried and the board entered executive session at 7:34 PM.

At 8:27 PM the board exited executive session and returned to the regular meeting.

- 11. Appointment of Board Candidate to Fill a Vacant Board Position** – Trustee Lamberti motioned to appoint candidate Suzy Carbrey to the board of trustees, seconded by Trustee Hampton. After discussion the vote was taken with 3 ayes, 1 nay, 1 abstention, 1 absent, motion carried.

12. Adjournment – Vice President Hunter motioned to adjourn, seconded by Trustee Hampton, 5 ayes, 0 nays, 1 absent, meeting was adjourned at 9:08 PM.

Submitted by Fidencio Marbella, Director, Westchester Public Library

**WESTCHESTER PUBLIC LIBRARY BOARD OF TRUSTEES
EXECUTIVE SESSION MEETING
JANUARY 27, 2020**

**LIBRARY BUILDING
10700 CANTERBURY ST.
WESTCHESTER, IL 60154**

Executive Session

WESTCHESTER PUBLIC LIBRARY: Connecting People, Ideas and Cultures

Call to Order and Roll Call

Vice President Hunter called the Executive Session to order at 7:35 PM for the selection of a person to fill a public office as defined in this Act, including a vacancy in a public office pursuant to Section 2(c)(3) of the Illinois Open Meetings Act. Present: Vice-President Elizabeth Hunter, Treasurer Fred Poppe, Trustee Shannon Flint, Trustee Jenice Hampton and Trustee John Lamberti. Absent was President Demitrus Evans

Discussion: The board interviewed candidates Suzanna Carbrey and Roberta Fox to fill the board vacancy. The board was impressed with both candidates and had a lengthy discussion about the merits of both.

Adjournment: Vice President Hunter moved to adjourn the Executive Session at 8:27 PM. Seconded by Trustee Lamberti. Roll call vote was taken with Vice-President Elizabeth Hunter, Treasurer Fred Poppe, Trustee Shannon Flint, Trustee Jenice Hampton and Trustee John Lamberti aye, 0 nay, 1 absent and the board reentered the regular session.