

MINUTES OF THE OCTOBER 11, 2021 COMMITTEE OF THE WHOLE MEETING OF THE BOARD OF TRUSTEES OF THE WESTCHESTER PUBLIC LIBRARY, WESTCHESTER, ILLINOIS, HELD REMOTELY VIA ZOOM DUE TO THE ONGOING COVID 19 PANDEMIC

1. **Pledge of Allegiance**
2. **Call to Order and Roll Call** – Before the meeting was called to order, President John Lamberti stated that due to Governor Pritzker’s disaster declaration related to public health concerns and the ongoing COVID-19 pandemic that an in-person meeting would not be prudent or practical and that this meeting would be held remotely. The Meeting was called to order at 7:09 PM by President John Lamberti. Present were President John Lamberti, Treasurer Greg Christoff, Trustee Shannon Flint and Secretary Christine Kuffel. Absent were Vice President Jenice Hampton, Trustee Elizabeth Hunter and Trustee Laina Krisik. Also present were Director Fidencio Marbella, Business Manager Allison Muzal, Assistant Director Kristen Jacobson, Technical Services Manager Ryan Flores, Adult Services Manager Patrick Callaghan and Daniel Berg, partner with the library’s accounting firm Sikich.
3. **Public Comment** – No public comment.
4. **Discussion of FY 2020-2021 Annual Financial Report with Sikich Partner Dan Berg** – Mr. Berg said the qualified opinion was due to the lack of an IMRF allocation report from the village. Other than those items affected by IMRF the auditors had a “clean” opinion. He reported that the library was under budget by approximately \$128,000 for the year and that due to a remarkably good investing year by IMRF the pension plan is overfunded by approximately 4.19%. For the board communication report Mr. Berg said that at this point there was no need for the library to pay for an actuary to calculate post-employment health care costs since the amount is immaterial.
5. **Discussion Items**
 - A. **Review of Policies 4.4 Accessibility of Facility, 4.5 Disruptive Behavior and 4.6 Unattended Children** – After discussion, no changes or additions were suggested for any of these three policies. Secretary Kuffel asked how often the library needed to ban a patron. President Lamberti asked if we’ve ever had unattended children at closing.
 - B. **Library Improvements** – Technical Services Manager Flores reported attendance and views of over three hundred for the Peshtigo / Chicago Fire program. Adult Services Manager Callaghan told the board the library won an American Rescue Plan Act grant from the state library for \$14,785, which will be used for duct cleaning, air filters and hand sanitizer. Director Marbella said the library will be applying for a grant from the Canadian National Railway and America in Bloom for funding to convert the lawn on the west side of the building into a native prairie plant garden. Secretary Kuffel thanked Adult Services Manager Callaghan for writing and winning so many grants.
 - C. **Department Manager Reports** – Adult Services Manager Callaghan reported that a regular patron brought in several gift baskets to thank the staff for all they do to help her. Technical Services Manager Flores said that Kim from Adult and Sarah from Teen are working on learning what they need to do to replace the retired Kay.
 - D. **FY 2022-2023 Levy** – There were no questions on the proposed levy which was discussed at the previous meetings. This item will be included on the agenda for the October regular meeting for a possible vote.
 - E. **Review Chapter 1 Core Standards and Chapter 2 Governance and Administration from Serving Our Public 4.0** – The board and department managers discussed the goals set out in Chapters 1 and 2. In Chapter 1, for Core 14 Director Marbella will begin including statistics such as circulation numbers and door counts in his monthly report. For Chapter 2, the director and board discussed board

attendance at ILA and ALA conferences. Director Marbella will get board members a list of upcoming conferences and dates.

6. Unfinished Business

A. Social Media Policy – Director Marbella reported that the library’s attorney is reviewing the Social Media Policy and should have it ready within the next week.

7. Board Member Comments – Treasurer Christoff complimented the library on keeping the website updated with the new services we’re offering.

8. Public Comment – No public comment.

9. Executive Session – not needed

10. Adjournment – President Lamberti motioned to adjourn, seconded by Secretary Kuffel, roll call vote was taken with President Lamberti, Secretary Kuffel, Treasurer Christoff and Trustee Flint aye, 0 nay, three absent, motion carried and the meeting was adjourned at 8:11 PM.

Submitted by Fidencio Marbella, Director, Westchester Public Library