

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, APRIL 8, 2019

- 1. Pledge of Allegiance**
- 2. Call to Order and Roll Call** – meeting called to order at 7:16 PM by President John Lamberti. Present were President John Lamberti, Trustee Elizabeth Hunter, Trustee Fred Poppe and Secretary Janette S. Maldonado. Vice President Demitrus Evans joined at 7:24 p.m. Absent were Trustee Gerald Chenski and Treasurer Jenice Hampton. Also present were Director Fidencio Marbella, Assistant Director Bonnie Schwanz and Business Manager Allison Muzal.
- 3. Public Comment** – none.
- 4. Discussion Items**
 - A. Library Improvement Ideas**
 - Special meeting on Monday, April 29 – Director Marbella will schedule a special meeting for the engineer to go over the bids with the Board, following the pre-bid process which will close April 17. A pre-construction meeting is anticipated the week of May 6 and construction to begin the following week.
 - Programming
 - Author of *There Are No Children Here*, Alex Kotlowitz has accepted to speak in the fall. His speaking fee is \$2,000, down from \$7,500. Director Marbella may change the venue to Westchester Community Church to accommodate a larger audience. Funds from the \$4,000 donation made by Friends of the Library will be used to pay the speaking fee.
 - A full-page ad for the Library will run in the May Westchester newsletter. The ad will be free given the printing error made in the March issue.
 - First kayaking trip is scheduled for Sunday, April 14.
 - Opera singer is coming in December 2019.
 - Chicago Conservation Center, which restores public and private art work, will be coming to talk about public works of art, such as murals throughout the city and suburbs.
 - B. Review Policies 6.1 Employment Practices, 6.18 Work Area Appearance, 6.26 Personal Telephone Calls and 6.42 Work Schedules**
 - Policy 6.1 Employment Practices – Director Marbella recommended revising the language to implement raises at the same time of the year for all staff.
 - Policy 6.1 Equal Employment Opportunity – there was discussion regarding “unlawful discrimination.” Vice President Evans suggested keeping “unlawful” since there are cases of “lawful” discrimination, such as when a position requires a specific skill and an applicant is physically unable to perform the skill.

- Policy 6.26 Personal Telephone Calls – Trustee Evans suggested revising the last sentence to “...use of these phones on library time to brief messages and *that* should be made...”
 - Policy 6.42 Work Schedules – Trustee Poppe raised a question regarding the intent of the statement concerning part-time employees working “fewer than 30 hours.” Business Manager Muzal pointed out the cut-off for a part-time employee is 30 hours. Director Marbella said the policy would have to revise the 40 hour requirement to 30 hours or more for a full-time employee. Trustee Hunter also asked about the lunch break, which currently states, breaks are 2 hours and 30 minutes per week for full-time employees. Additional questions arose related to the page and clerk hour limitations. Director Marbella stated he and Assistant Director Schwanz would revise the policy and present the revisions to the Board.
- C. Memorial Day Ceremony, May 27, 10 a.m.** – President Lamberti stated he would speak at the ceremony on behalf of the Library.
- D. Board Vacancy** – Director Marbella asked if he should reach out to the people who expressed an interest in the board position. The Board agreed to have Director Marbella reach out to the candidates and share the survey the Board previously prepared.

5. Unfinished Business

- Laconi Trustee Dinner in Naperville – Director Marbella will share the dinner details with the Board to determine which Board members will be able to attend.
- There was a reminder to the Board about completing the Statement of Economic Interest no later than May 1, 2019.

6. Public Comment – none.

7. Board Member Comment – none.

8. Executive Session – none.

9. Adjournment – Motion made to adjourn at 7:46 p.m. by President Lamberti and seconded by Trustee Hunter. 5 Ayes, 0 Nays, 2 Absent.

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