

**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, NOVEMBER 25, 2019**

**1. Pledge of Allegiance**

**2. Call to Order and Roll Call** – Meeting was called to order at 7:06 PM by President Demitrus Evans. Present were President Demitrus Evans, Vice-President Elizabeth Hunter, Treasurer Fred Poppe, Trustee Jenice Hampton, and Trustee John Lamberti. Absent was Trustee Shannon Flint. 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, October 28, 2019** – Trustee Lamberti motioned to approve the minutes as presented, seconded by Trustee Hampton, 5 ayes, 0 nays, 1 absent, motion carried.

**B. COTW Meeting, November 11 2019** – President Evans motioned to approve the minutes as presented, seconded by Trustee Lamberti, 5 ayes, 0 nays, 1 absent, motion carried.

**5. New Business**

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

- \$47,430.00 to Seal Tight Exteriors for the first payment for the cedar shake replacement project.
- \$8,964.00 to US Waterproofing for the completion of the waterproofing done on the building's west and north sides.
- \$4,354.00 to Library Furniture International for the Circulation Desk remodeling.
- Treasurer Poppe asked who Baker & Taylor is. Director Marbella explained that they are the vendor that supplies the library with most of its books.
- \$1,050.00 to Chicago Backflow for the annual backflow valve testing required by the village.

Motion for approving the payment of bills in the amount of \$99,789.16 was made by President Evans, seconded by Vice-President Hunter, 5 ayes, 0 nays, 1 absent, motion carried.

**B. Report to the Treasurer** –

Business Manager Muzal reported that we're six months into the fiscal year and have received \$4,323.04 in tax levy income and 1,180.95 in non-budgeted revenue during October and that we are still slightly below our budget at 47.11% spent vs. a target of 50%. The library still retains sufficient reserves to cover six months of operating expenses. Director Marbella mentioned that the BMO Harris CD will be maturing in December and that upon maturity the funds will be transferred to the library's operational account. President Evans motioned to accept the Report to the Treasurer by Business Manager Muzal, seconded by Trustee Lamberti, 5 ayes, 0 nays, 1 absent, motion carried.

**C. Reinvestment of Approximately \$90,786 in Maturing Bonds in Reserve Fund** – After discussing current rates for cash accounts versus bonds Trustee Hampton motioned to reinvest the \$90,786 in bonds, seconded by President Evans, 5 ayes, 0 nays, 1 absent, motion carried.

**D. Reaffirm Policies** – Trustee Lamberti motioned to reaffirm Policies 6.58 Floating Personal Days, 6.59 Sick Leave, 6.61 Vacation Time, 6.64 Free Parking, 6.65 Professional Memberships and 6.69 Life Insurance, seconded by President Evans, 5 ayes, 0 nays, 1 absent, motion carried.

**E. Amend or Reaffirm Policy 6.60 Voting Leave** – After discussing what the state law is regarding time off for voting, President Evans motioned to include the text of 10 ILCS 5/17-15 in an amended Policy 6.60 Voting Leave, seconded by Treasurer Poppe, 5 ayes, 0 nays, 1 absent, motion carried.

## 6. Director's Report

- Kayaking numbers were down this year due to the many weather related cancellations.
- The Adult department has a wide variety of upcoming programs including a soprano singing Christmas songs, an author discussing his book on the Chicago Motor Coach Company, an activist discussing her first hand experiences of marching with Dr. Martin Luther King and a guitarist presenting Irish folk music.
- Director Marbella signed the contract with Knudsen Construction for the new Circulation desk.

Motion to accept the Director's Report made by President Evans, seconded by Trustee Hampton, 5 ayes, 0 nays, 1 absent, motion carried.

## 7. Unfinished Business – none

## 8. Board Member Comment

- Trustee Lamberti had his interview with the Proviso West student who had contacted the library needing to interview a board member for a civic class project.
- Treasurer Poppe gave a recap of what was discussed at the November 20 All Boards meeting held at Village Hall. The Village is looking into creating two Tax Increment Financing Districts – one on the St. Joseph HS property and another on the land where the village hall complex is located.
- President Evans mentioned that Village President Paul Gattuso offered to appear at a future library board meeting to discuss the TIFs in more detail.
- Treasurer Poppe and Director Marbella will proceed with moving the library's bank accounts over to Inland Bank.

## 9. Public Comment – No public comment

**10. Executive Session** – Purpose: Board Member Vacancy. The board opted not to enter Executive Session to discuss the board member vacancy after Secretary Krista Brazel's resignation on November 11. Instead, Director Marbella will post the board opening in the library and on the library's website.

**11. Executive Session** – Purpose: Review of Minutes of Executive Meetings. At 7:54 PM President Evans motioned that the board go into Executive Session for the purpose of discussing the minutes of meetings lawfully closed under the Illinois Open Meetings Act for purposes of the semi-annual review of the minutes as mandated by Section 2.06 pursuant to Section 2(c)(21) of the Illinois Open Meetings Act, seconded by Trustee Lamberti, roll call vote, President Evans, Vice-President Hunter, Trustee Lamberti, Trustee Hampton and Treasurer Poppe aye, 0 nays, 1 absent, motion carried.

**12. Determination of Minutes of Executive Meetings** – At 8:09 PM the board returned from the closed Executive Session. President Evans motioned that the Executive Session minutes from August 12, 2013, November 11, 2013, February 24, 2014, May 19, 2014, May 30, 2014, June 23, 2014, September 28, 2015, November 9, 2015, December 14, 2015, November 28, 2016, July 24, 2017, April 23, 2018, October 22, 2018 and August 12, 2019 be kept confidential, seconded by Trustee Hampton, roll call vote, President Evans, Vice-President Hunter, Trustee Lamberti, Trustee Hampton and Treasurer Poppe aye, 0 nays, 1 absent, motion carried.

**13. Adjournment** – Motion made by Treasurer Poppe to adjourn at 8:14 PM, seconded by Trustee Lamberti, 5 ayes 0 nays, 1 absent, motion carried.

**Submitted by Fidencio Marbella, Director, Westchester Public Library**