

**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, JULY 26, 2021**

**1. Pledge of Allegiance**

**2. Call to Order and Roll Call** – The meeting was called to order at 7:12 PM by President John Lamberti. Present were President John Lamberti, Secretary Christine Kuffel, Trustee Laina Krisik, Vice President Jenice Hampton, Trustee Elizabeth Hunter and Treasurer Greg Christoff. Trustee Shannon Flint was absent. Also present were Director Fidencio Marbella, Business Manager Allison Muzal, Assistant Director Kris Jacobson and Circulation Manager Pat Sinacore.

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

**4. Review of Minutes**

**A. Regular Meeting, June 28, 2021** – President Lamberti motioned to approve the minutes as presented, seconded by Secretary Kuffel, 6 ayes, 0 nays, 1 absent, motion carried.

**B. COTW Meeting, July 12, 2021** – Vice President Hampton motioned to approve the minutes as presented, seconded by Trustee Hunter, 6 ayes, 0 nays, 1 absent, motion carried.

**5. New Business**

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

- \$2,550.92 to Dunne Cleaning for the annual carpet cleaning.
- \$70.00 to the State Fire Marshal for the biannual boiler inspection.
- \$1,600.77 to ProQuest for the Ancestry.com database.
- \$989.96 to Villa Park Office Equipment for new chairs for Adult and Circulation.

Trustee Hunter motioned to approve the payment of bills in the amount of \$40,910.61 seconded by Trustee Krisik, 6 ayes, 0 nays, 1 absent, motion carried.

**B. Report to the Treasurer** – Business Manager Muzal reported that in June the library did not receive any tax levy income and that the library continues to maintain sufficient reserves to cover six months of operating expenses. The library's expenses for June were under budget, 12.6% expended versus 16.6% budgeted. Treasurer Christoff asked where on the financials the expenditure for the new front doors and windows will be accounted for. Vice President Hampton asked if the programming expenses were lower because of Covid and if we're seeing any increases in patron visits. Treasurer Christoff motioned to accept the report to the treasurer, seconded by Secretary Kuffel, 6 ayes, 0 nays, 1 absent, motion carried.

**C. Reaffirm Policies 2.1.1 Institutional Cards, 2.1.2 Temporary Cards and 2.2 Reciprocal Borrowing Cards** – As no changes were suggested at the July COTW, Vice President Hampton motioned to reaffirm these three policies, seconded by Trustee Hunter, 6 ayes, 0 nays, 1 absent, motion carried.

**D. Amend Policies 2.1 Library Card Registration and 2.3.1 Lost or Stolen Cards** – At the July COTW a discussion was held about removing expiration dates on our library cards. Circulation Manager Sinacore explained that SWAN will be running an annual check against the national change of address database, which would alert libraries to cards that no longer have a matching address. For policy 2.3.1 any reference to fines was removed as the library is now fine free. President Lamberti motioned to amend these two policies as discussed, seconded by Vice President Hampton, 6 ayes, 0 nays, 1 absent, motion carried.

**6. Director's Report**

- Director Marbella reported that the Great Chicago Fire / Peshtigo Fire Zoom program is a go with the date set for Sept. 28.
- At the Friends meeting on July 19 the group donated \$4,000 to the library. We may use these as matching funds if we apply for the native garden grant from the Canadian National Railway.
- The library loaned out our cameras from the Nature Discovery Challenge to the Tinley Park PL and we will be loaning out several 3D printers to the Hillside PL.  
Secretary Kuffel motioned to accept the Director's Report, seconded by Treasurer Christoff, 6 ayes, 0 nays, 1 absent, motion carried.

**7. Unfinished Business** – Director Marbella received an email from Dean Hoskins from the Park District about possibly restarting the quarterly intergovernmental meetings between the village, the park district, the school district and the library. He also was notified by our attorneys that Governor Pritzker extended his emergency executive order through August 21.

**8. Board Member Comments** – Trustee Krisik asked about how the library could attract more tutors and Trustee Hunter discussed how the library may be able to help students with their summer reading assignments. Assistant Director Jacobson will brainstorm with the Youth staff on some ideas.

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

**10. Executive Session** – President Lamberti 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 the purpose 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 Vice President Hampton, roll call vote was taken with President Lamberti, Vice President Hampton, Secretary Kuffel, Treasurer Christoff, Trustee Hunter and Trustee Krisik aye, 0 nay, 1 absent and the board entered executive session at 8:12 PM.

**11. Determination of Executive Session Minutes** – At 8:30 PM the board reentered open session and Secretary Kuffel motioned to release the minutes of January 25, 2021, February 22, 2021, March 8, 2021, March 22, 2021, April 12, 2021, April 26, 2021, May 10, 2021 and May 24, 2021 and that the need for confidentiality still exists for the minutes from May 19, 2014, May 30, 2014, June 23, 2014 and November 23, 2020, seconded by Trustee Hunter, 6 ayes, 0 nays, 1 absent, motion carried.

**12. Adjournment** – President Lamberti motioned to adjourn, seconded by Treasurer Christoff, 6 ayes, 0 nays, 1 absent, motion carried and the meeting was adjourned at 8:34 PM.

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