

MINUTES OF THE JULY 24, 2023 REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE WESTCHESTER PUBLIC LIBRARY HELD IN THE COMMUNITY ROOM OF THE LIBRARY AT 10700 CANTERBURY ST, WESTCHESTER, IL

1. Pledge of Allegiance

- 2. Call to Order and Roll Call** – The meeting was called to order at 7:09 PM by Vice President John Lamberti. Present were President John Lamberti, Vice President Darla Woods, Treasurer Greg Christoff, Secretary Christine Kuffel, Trustee Stephanie Pedersen and Trustee Shannon Flint. Trustee Elizabeth Hunter arrived at 7:27 PM. Also present were Director Fidencio Marbella and Assistant Director Kris Jacobson and member of the public Leann Pettis. Business Manager Allison Muzal attended via Zoom.

- 3. Public Comment** – Ms. Pettis had no comment and stated she was just present to observe.

4. Review of Minutes

- A.** Regular Meeting, June 26, 2023 – President Lamberti motioned to approve the minutes of June 26, 2023 as presented, seconded by Secretary Kuffel, roll call vote was taken with President Lamberti, Vice President Woods, Secretary Kuffel, Trustee Flint, Treasurer Christoff and Trustee Pedersen aye, 0 nay, 1 absent, motion carried.
- B.** COTW Meeting, July 10, 2023 – Trustee Flint asked what the Modchester House Walk was that was mentioned in the minutes. Trustee Pedersen and Ms. Pettis said it was a walk highlighting mid-century homes in Westchester, particularly the Baltus homes. President Lamberti motioned to approve the minutes of July 10, 2023 as presented, seconded by Trustee Pedersen, roll call vote was taken with President Lamberti, Vice President Woods, Secretary Kuffel, Trustee Flint, Treasurer Christoff and Trustee Pedersen aye, 0 nay, 1 absent, motion carried.

5. New Business

A. Payment of Bills – Highlighted bills included:

- \$7,123 to Versatile for replacement switches in the server room and \$1,900 to BKF to reconfigure our phones for the new switches.
- \$1,152 to Cintas for the annual fire extinguisher inspection.
- \$6,000 to Villa Landscaping for the garden expansion and for last season's snow removal services.
- \$695 to Preferred Plumbing to repair an outside faucet leak and to install an interior shutoff valve.

Treasurer Christoff motioned to approve the payment of bills in the amount of \$49,298.10, seconded by Vice President Woods, roll call vote was taken with President Lamberti, Vice President Woods, Secretary Kuffel, Trustee Flint, Treasurer Christoff and Trustee Pedersen aye, 0 nay, 1 absent, motion carried.

- B. Report to the Treasurer** – Business Manager Muzal reported that the next installment of the Cook County property tax bills will not be sent out until November 1, meaning there will be a several months' delay in the library receiving its property tax payments. The library, however, has sufficient reserves to carry us over until then. She also noted that Inland Bank is being acquired by Byline Bank with the transition scheduled to be done sometime in early August. Treasurer Christoff asked what our plans were for the Inland CDs in light of the delayed tax payments. Director Marbella said that the 6 Inland CDs will not be renewed and the funds will be deposited into the Inland reserve account as they mature. President Lamberti motioned to approve the Report to the Treasurer, seconded by Vice President Woods, roll call vote was taken with President Lamberti, Vice President Woods, Secretary Kuffel, Trustee Flint, Treasurer Christoff and Trustee Pedersen aye, 0 nay, 1 absent, motion carried.

- C. Employee Handbook** – Director Marbella reported that he and Assistant Director Jacobson had reviewed the new handbook multiple times for both content and spelling and are confident it is ready for approval. Secretary Kuffel and Trustee Flint asked if vaping and marijuana use have been addressed in this new version. Secretary Kuffel asked if parents or police are called when minors are misbehaving. Secretary Kuffel motioned to approve the new employee handbook as presented, seconded by Trustee Flint, roll call vote was taken with President Lamberti, Vice President Woods, Secretary Kuffel, Trustee Flint, Treasurer Christoff, Trustee Hunter and Trustee Pedersen aye, 0 nay, motion carried.
- D. Revise Policy 1.1 Materials Selection and Create Policy 1.8 Reconsideration Process** – Director Marbella will be reviewing these policies with the library’s attorneys on July 28 so this item was tabled until the next meeting.

- 6. Director’s Report** – Director Marbella reminded the board about the July 28 art gallery after-hours event and mentioned that the library will be participating in Prairie Fest and Reuse-a-Palooza in September. Treasurer Christoff asked if the library renewed its participation in Illinois Libraries Present. The library did and Director Marbella mentioned several of the upcoming programs, including Colson Whitehead and a nutcracker performance. Secretary Kuffel asked for details about the sewing programs. Secretary Kuffel motioned to approve the Director’s Report, seconded by Trustee Hunter, roll call vote was taken with President Lamberti, Vice President Woods, Secretary Kuffel, Trustee Flint, Treasurer Christoff, Trustee Hunter and Trustee Pedersen aye, 0 nay, motion carried.
- 7. Unfinished Business** – Director Marbella asked if the board wanted to schedule a building walk through during an upcoming meeting in order to satisfy upcoming per capita requirements. Trustee Pedersen asked about the plans for new carpeting and paint.
- 8. Board Member Comments** – Secretary Kuffel recommended not picking yellow for any upholstery.
- 9. Public Comment** – Ms. Pettis mentioned that the new village manager will be attending the village board meeting on July 25.
- 10. Executive Session** – not needed
- 11. Adjournment** – President Lamberti motioned to adjourn, seconded by Trustee Flint, roll call vote was taken with President Lamberti, Vice President Woods, Secretary Kuffel, Trustee Flint, Treasurer Christoff, Trustee Hunter and Trustee Pedersen aye, 0 nay, motion carried and the meeting was adjourned at 7:52 PM.

Submitted by Fidencio Marbella, Director, Westchester Public Library