

MINUTES OF THE AUGUST 28, 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 7:11 PM by President John Lamberti. Present were President John Lamberti, Vice President Darla Woods, Trustee Shannon Flint and Secretary Christine Kuffel. Trustee Stephanie Pedersen and Treasurer Greg Christoff were absent and Trustee Elizabeth Hunter arrived at 7:15 PM. Also present were Director Fidencio Marbella, Assistant Director Kris Jacobson, Adult Services Manager Patrick Callaghan, Business Manager Allison Muzal and member of the public Leann Pettis.

- 3. Public Comment** – Ms. Pettis had no comment.

4. Review of Minutes

- A.** Regular Meeting, July 24, 2023 – Director Marbella noted the spelling of Ms. Pettis’ first name was wrong and will correct it. President Lamberti motioned to approve the minutes of July 24, 2023 as presented with the exception of the misspelling, seconded by Secretary Kuffel, roll call vote was taken with President Lamberti, Vice President Woods, Secretary Kuffel and Trustee Flint aye, 0 nay, 3 absent, motion carried.
- B.** COTW Meeting, August 14, 2023 –President Lamberti motioned to approve the minutes of August 14, 2023 as presented, seconded by Secretary Kuffel, roll call vote was taken with President Lamberti, Vice President Woods, Secretary Kuffel and Trustee Flint aye, 0 nay, 3 absent, motion carried.

5. New Business

- A. Payment of Bills** – Highlighted bills included:

- \$15,040 to CDW-G for the new staff computers.
- \$1,152 to Cintas for the annual fire extinguisher inspection.
- \$380 to Tressler for their work on the reconsideration policies.

Vice President Woods asked if the IMRF expense was for the staff pension plan and Secretary Kuffel asked if the eRead membership fee was a flat cost or by usage. Adult Services Manager Callaghan said it was a flat annual fee. Vice President Woods motioned to approve the payment of bills in the amount of \$40,635.83, seconded by Secretary Kuffel, roll call vote was taken with President Lamberti, Vice President Woods, Secretary Kuffel, Trustee Hunter and Trustee Flint aye, 0 nay, 2 absent, motion carried.

- B. Report to the Treasurer** – Business Manager Muzal reported that we’re already one quarter through the current fiscal year and that the library is currently under budget with expenses at 23.55% versus 25% expected. Director Marbella reported on the interest earned in the Schwab reserve account from the CDs and money market fund. Vice President Woods asked what the \$335 in fees came from – mostly from the copiers and fees for replacement books. President Lamberti motioned to approve the Report to the Treasurer, seconded by Trustee Flint, roll call vote was taken with President Lamberti, Vice President Woods, Secretary Kuffel, Trustee Hunter and Trustee Flint aye, 0 nay, 2 absent, motion carried.

- C. Revise Policy 1.1 Materials Selection and Create Policy 1.8 Reconsideration Process** – Secretary Kuffel asked if the staff was okay with the policies as written. Assistant Director Jacobson and Adult Services Manager Callaghan both approved of them. President Lamberti motioned to amend Policy 1.1 and to create Policy 1.8 as presented, seconded by Secretary Kuffel, roll call vote was taken with President Lamberti, Vice President Woods, Secretary Kuffel, Trustee Hunter and Trustee Flint aye, 0 nay, 2 absent, motion carried.

D. 2024 Board Meeting Dates and 2024 Library Holidays and All Staff Meeting Dates – Director Marbella made the change to move up the December 2024 Regular Meeting from the 23rd to the 16th as requested during the August COTW. President Lamberti motioned to approve these dates as presented, seconded by Trustee Hunter, roll call vote was taken with President Lamberti, Vice President Woods, Secretary Kuffel, Trustee Hunter and Trustee Flint aye, 0 nay, 2 absent, motion carried.

6. **Director's Report** – Director Marbella reported that the producers from a program called *Kill Your Lawn* expressed an interest in filming a segment at our library. We responded that we would like to participate but we're just waiting for details from the producer. He also discussed the joint program Passport to Proviso, an initiative among Proviso Township libraries to get our patrons to visit each other's libraries. Library staff also met with architect Dan Pohrte to begin planning the carpeting and painting project. Trustee Hunter motioned to approve the Director's Report, seconded by Trustee Flint, roll call vote was taken with President Lamberti, Vice President Woods, Secretary Kuffel, Trustee Hunter and Trustee Flint aye, 0 nay, 2 absent, motion carried.
7. **Unfinished Business** – Business Manager Muzal mentioned that the audit will be completed next week with the annual financial report due in October.
8. **Board Member Comments** – none
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 Hunter and Trustee Flint aye, 0 nay, 2 absent, motion carried. and the meeting was adjourned at 7:47 PM.

Submitted by Fidencio Marbella, Director, Westchester Public Library