

**MINUTES OF THE SEPTEMBER 11, 2023 COMMITTEE OF THE WHOLE MEETING OF THE BOARD OF TRUSTEES OF THE WESTCHESTER PUBLIC LIBRARY, WESTCHESTER, ILLINOIS, HELD IN THE COMMUNITY ROOM OF THE LIBRARY AT 10700 CANTERBURY STREET**

1. **Pledge of Allegiance**
2. **Call to Order and Roll Call** – Before the meeting was called to order, Vice President Woods motioned to allow Trustee Elizabeth Hunter to attend the meeting remotely, seconded by Secretary Kuffel, roll call vote was taken with President John Lamberti, Trustee Stephanie Pedersen, Treasurer Greg Christoff, Vice President Darla Woods, Trustee Elizabeth Hunter and Secretary Christine Kuffel aye, 0 nay, 1 absent, motion carried. Roll call was taken and present were President John Lamberti, Trustee Stephanie Pedersen, Treasurer Greg Christoff, Vice President Darla Woods and Secretary Christine Kuffel while Trustee Elizabeth Hunter attended remotely via Zoom. Trustee Shannon Flint was absent. Also present were Director Fidencio Marbella, Business Manager Allison Muzal and Adult Services Manager Patrick Callaghan while Circulation/Technical Services Manager Ryan Flores attended via Zoom. The meeting was called to order at 7:13 PM by President Lamberti.
3. **Public Comment** – No public comment.
4. **Discussion Items**
  - A. **Library Improvements** – Director Marbella reported on the newly formed Westchester Events Committee meeting he attended and on the library's plans for participating in some of the upcoming village and park district events. Adult Services Manager Callaghan said that the library's participation in the September 9 Prairie Fest was a success with our offerings of craft projects and with our promotions of future library events. They also discussed the possibility of the library authoring an Arcadia Press book on the Village of Westchester in time for the village's centennial in 2025.
  - B. **Department Manager Reports** - Circulation Manager Flores reported that the Baker & Taylor transition to a new ordering system is finally complete and that staff are being trained on the new process. Adult Services Manager Callaghan said that a recent food canning and preserving program went well and will be followed up with a hot sauce program.
  - C. **Reserve Fund Update** – Director Marbella reported on the reserve fund accounts and noted that two CDs will be maturing in October. Treasurer Christoff asked if we've met yet with the bankers from our new bank. Director Marbella will be meeting with the Byline Bank rep on September 13.
  - D. **Review Policies 5.1 Purchasing, 5.2 Credit Card Use, 5.3 Operating Budget and 5.4 Working Capital Reserve** – Treasurer Christoff asked if the \$3,000 threshold for 5.1 should be adjusted upward. Director Marbella said the \$3,000 was on the low side for a library of our size. Secretary Kuffel and Treasurer Christoff suggested that the wording be changed to reflect either item cost or possibly project cost. Business Manager Muzal will ask our auditors for their opinions on the proper wording. Trustee Pedersen asked if the library's credit card has cash back. The library uses its points for gift cards used as prizes for events like Adult Summer Reading or Youth's gaming tournaments.
5. **Unfinished Business** – Because of the issues the library has been having with Dropbox, Director Marbella asked the board about alternatives, including directly emailing documents or starting to use Google Docs.
6. **Board Member Comments** – Treasurer Christoff complimented Adult Services Librarian Zoe for how she handled our outreach at the September 9 Prairie Fest and Trustee Pedersen said the most recent new hires Zoe and Heidi are amazing.
7. **Public Comment** – none

8. **Executive Session** – none

9. **Adjournment** – Secretary Kuffel motioned to adjourn, seconded by Trustee Hunter, roll call vote was taken with Secretary Kuffel, President Lamberti, Treasurer Christoff, Vice President Woods, Trustee Pedersen and Trustee Hunter aye, 0 nay, 1 absent, motion carried and the meeting was adjourned at 7:57 PM.

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