**MINUTES OF THE SEPTEMBER 25, 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 President John Lamberti. Present were President John Lamberti, Vice President Darla Woods, Treasurer Greg Christoff, Trustee Shannon Flint and Secretary Christine Kuffel. Trustee Stephanie Pedersen arrived at 7:47 PM and Trustee Elizabeth Hunter was absent. 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.

1. **Public Comment** – Ms. Pettis asked how much was made at the Reuse-a-Palooza book sale - $158.20.
2. **Review of Minutes** 
   1. Regular Meeting, August 28, 2023 – President Lamberti motioned to approve the minutes of August 28, 2023 as presented, seconded by Treasurer Christoff, roll call vote was taken with President Lamberti, Vice President Woods, Secretary Kuffel, Treasurer Christoff and Trustee Flint aye, 0 nay, 2 absent, motion carried.
   2. COTW Meeting, September 11, 2023 – President Lamberti motioned to approve the minutes of September 11, 2023 as presented, seconded by Secretary Kuffel, roll call vote was taken with President Lamberti, Vice President Woods, Secretary Kuffel, Treasurer Christoff and Trustee Flint aye, 0 nay, 2 absent, motion carried.
3. **New Business**
   1. **Payment of Bills –** Highlighted bills included:

* $12,639 to Utica for our liability and umbrella policies and $3,444 to Hartford for our worker’s comp.
* $520 to RAILS for our new LOTE online subscription.
* Business Manager Muzal noted that the village has not billed the library for our share of the health care premiums for the last three months.

Treasurer Christoff asked what the 457 line item was for and Vice President Woods asked about the Versatile expense. Vice President Woods motioned to approve the payment of bills in the amount of $34,159.97, seconded by Secretary Kuffel, roll call vote was taken with President Lamberti, Vice President Woods, Secretary Kuffel, Treasurer Christoff and Trustee Flint aye, 0 nay, 2 absent, motion carried.

* 1. **Report to the Treasurer** – Business Manager Muzal reported that we’re already one third through the current fiscal year and that the library is currently under budget with expenses at 30.66% versus 33% expected and that revenue is much lower than budgeted for due to the delay in Cook County sending out the property tax bills. The library still has sufficient reserves to make up for this shortfall. Treasurer Christoff asked about the sweep and money market accounts in our Schwab reserve account. President Lamberti motioned to approve the Report to the Treasurer, seconded by Secretary Kuffel, roll call vote was taken with President Lamberti, Vice President Woods, Secretary Kuffel, Treasurer Christoff and Trustee Flint aye, 0 nay, 2 absent, motion carried.
  2. **Amend Policy 5.1 Purchasing and Reaffirm Policies 5.2 Credit Card Use, 5.3 Operating Budget and 5.4 Working Capital Reserves –** No changes were suggested for Policies 5.2, 5.3 or 5.4. For Policy 5.1, Director Marbella and Business Manager Muzal consulted with the auditors from Sikich how to incorporate the changes requested by the board. The spending amount will be increased to $5,000 from $3,000 and a statement regarding the intent of the policy was added. President Lamberti motioned to amend Policy 5.1 and to reaffirm Policies 5.2, 5.3 and 5.4 as presented, seconded by Secretary Kuffel, roll call vote was taken with President Lamberti, Vice President Woods, Secretary Kuffel, Treasurer Christoff and Trustee Flint aye, 0 nay, 2 absent, motion carried.

1. **Director’s Report –** Director Marbella reported that the Reuse-a-Palooza book sale on September 23 was a success thanks to the help of Jean, Leann, Pam and Lorraine from the Friends of the Library group. Melanie, Montanna and Kris from Youth had to scramble when a 3D printing software class had four children registered but seventeen showed up; the class was still a success though. The architects will be coming in for another meeting in October to go over paint color and carpeting samples. The auditors will be coming out to the November COTW to discuss the results of the audit. Secretary Kuffel asked if when items are weeded from the collection the circulation stats belonging to that item are lost. Director Marbella will look into that. President Lamberti motioned to approve the Director’s report as presented, seconded by Treasurer Christoff, roll call vote was taken with President Lamberti, Vice President Woods, Secretary Kuffel, Treasurer Christoff and Trustee Flint aye, 0 nay, 2 absent, motion carried.
2. **Unfinished Business** 
   1. Dropbox and Google Drive – if Versatile cannot get the Dropbox issues resolved we may switch over to Google Drive.
   2. Bomb Threats – Director Marbella and the board discussed the recent spate of bomb threats made to Illinois libraries and what our library’s plans are in case Westchester receives a threat.
3. **Board Member Comments –** President Lamberti asked how our library’s programs compare with those from other libraries, both in quantity and variety. Treasurer Christoff noted that our staff does not let the physical boundaries of the library limit programming.
4. **Public Comment** – Ms. Pettis thanked the library and staff for their help with the book sale and the use of the community room and praised the programs the Adult Department is having.
5. **Executive Session –** Purpose: Review of Minutes of Closed Executive Session Meetings – the board opted to defer the review to the October Regular Meeting.
6. **Determination of Minutes of Closed Executive Session Meetings** – review was deferred to October
7. **Adjournment** – President Lamberti motioned to adjourn, seconded by Trustee Flint, roll call vote was taken with President Lamberti, Vice President Woods, Secretary Kuffel, Treasurer Christoff, Trustee Flint and Trustee Pedersen aye, 0 nay, 1 absent, motion carried and the meeting was adjourned at 7:57 PM.

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