

MINUTES OF THE OCTOBER 23, 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 7:08 PM by President John Lamberti. Present were President John Lamberti, Treasurer Greg Christoff, Trustee Shannon Flint and Secretary Christine Kuffel. Trustee Elizabeth Hunter arrived at 7:20 PM and Trustee Stephanie Pedersen and Vice President Darla Woods were absent. Also present were Director Fidencio Marbella, Adult Services Manager Patrick Callaghan, Business Manager Allison Muzal and member of the public Leann Pettis.

3. Public Comment – none

4. Review of Minutes

- A.** Regular Meeting, September 25, 2023 – President Lamberti motioned to approve the minutes of September 25, 2023 as presented, seconded by Trustee Flint, roll call vote was taken with President Lamberti, Secretary Kuffel, Treasurer Christoff and Trustee Flint aye, 0 nay, 3 absent, motion carried.
- B.** COTW Meeting, October 9, 2023 – President Lamberti motioned to approve the minutes of October 9, 2023 as presented, seconded by Secretary Kuffel, roll call vote was taken with President Lamberti, Secretary Kuffel, Treasurer Christoff and Trustee Flint aye, 0 nay, 3 absent, motion carried.

5. New Business

A. Payment of Bills – Highlighted bills included:

- \$37,891 to the village for the last three months of health insurance premiums.
- \$5,405 to Sikich for the FY 2022-2023 audit.
- \$3,122 to Knudsen for the final payment from the story time room remodeling project.
- \$11,872 to SWAN for our quarterly fees and for the EBSCO database group purchase.

President Lamberti asked what annual inspections were coming due with the end of the year coming up – some of those include our annual backflow and fire alarm inspections. Treasurer Christoff motioned to approve the payment of bills in the amount of \$83,118.78, seconded by Secretary Kuffel, roll call vote was taken with President Lamberti, Secretary Kuffel, Treasurer Christoff and Trustee Flint aye, 0 nay, 3 absent, motion carried.

- B. Report to the Treasurer** – Business Manager Muzal reported that we're five months into the current fiscal year and that the library is currently under budget with expenses at 41.2% versus 41.6% expected and that revenue is much lower than budgeted for due to the continued delay in Cook County sending out the property tax bills, though these are expected to be going out in early November. The library still has sufficient reserves to make up for this shortfall. Treasurer Christoff asked if the equipment and maintenance line item is front loaded – this was due to the library purchasing the new staff computers over the summer. President Lamberti motioned to approve the Report to the Treasurer, seconded by Trustee Flint, roll call vote was taken with President Lamberti, Secretary Kuffel, Treasurer Christoff and Trustee Flint aye, 0 nay, 3 absent, motion carried.

- C. Reaffirm Policies 5.5 Accounting, 5.6 Financial Reports and Audits, 5.8 Library Director Limitation and 5.10 Delegation of Spending Authority** – As no changes were requested for these policies President Lamberti motioned to reaffirm Policies 5.5, 5.6, 5.8 and 5.10 as presented, seconded by Secretary Kuffel, roll call vote was taken with President Lamberti, Secretary Kuffel, Treasurer Christoff and Trustee Flint aye, Trustee Hunter abstained as she had just arrived, 0 nay, 2 absent, motion carried.

- D. Amend Policy 5.7 Signing Checks** – Treasurer Christoff motioned to amend Policy 5.7 with the changes requested at the October COTW, seconded by Trustee Hunter, roll call vote was taken with

President Lamberti, Secretary Kuffel, Treasurer Christoff, Trustee Flint, Trustee Hunter aye, 0 nay, 2 absent, motion carried.

6. **Director's Report** – Adult Services Manager Callaghan and Adult Librarian Zoe conducted a Veterans History Project via Zoom. Director Marbella reported on the progress of the Images of America book being led by Adult Services Manager Callaghan. The library has nearly completed the second round of interviews for the Youth Manager position and will begin the third and final round starting October 30 with the goal of having the new manager starting in early December. President Lamberti motioned to approve the Director's report as presented, seconded by Trustee Hunter, roll call vote was taken with President Lamberti, Secretary Kuffel, Treasurer Christoff, Trustee Flint, Trustee Hunter aye, 0 nay, 2 absent, motion carried.
7. **Unfinished Business**
 - A. Dropbox and Google Drive – the board deferred this discussion until Trustee Pedersen will be available.
 - B. 2023-2024 Insurance Coverage – the library provided the board with a summary from broker Cook & Kocher of the library's insurance coverages and premiums.
 - C. FY 2024-2025 Budget and Levy – Business Manager Muzal and the library staff are working on the next budget and will provide the numbers at the November COTW. Treasurer Christoff asked if there are any other infrastructure improvements on the horizon after the new carpeting and painting.
 - D. 2024 Per Capita Requirements – Director Marbella reported that one of the requirements for the 2024 Per Capita grant will be a review of Serving Our Public 4.0.
8. **Board Member Comments** – none
9. **Public Comment** – Ms. Pettis asked what the library was asking for Westchester photos for. Director Marbella said they were for the planned Images of America book on Westchester. President Lamberti asked who would be spearheading the book project; that is being done by Adult Services Manager Callaghan.
10. **Executive Session** – President Lamberti motioned to go into Executive Session for the purpose of discussing the minutes of meetings lawfully closed under the Illinois Open Meetings Act for the purposes 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 Trustee Hunter, roll call vote was taken with President Lamberti, Trustee Hunter, Secretary Kuffel, Treasurer Christoff and Trustee Flint aye, 0 nay, 2 absent, motion carried and the board entered closed Executive Session at 7:49 PM.
11. **Determination of Minutes of Closed Executive Session Meetings** – At 8:01 PM the board reentered Open Session. Secretary Kuffel motioned to release the Executive Session minutes from June 26, 2023 and that the need for confidentiality still exists for the minutes from May 19, 2014, May 30, 2014, June 23, 2014, March 13, 2023, April 24, 2023 and May 22, 2023, seconded by Trustee Hunter, roll call vote was taken with President Lamberti, Trustee Hunter, Secretary Kuffel, Treasurer Christoff and Trustee Flint aye, 0 nay, 2 absent, motion carried.
12. **Adjournment** – President Lamberti motioned to adjourn, seconded by Secretary Kuffel, roll call vote was taken with President Lamberti, Trustee Hunter, Secretary Kuffel, Treasurer Christoff and Trustee Flint aye, 0 nay, 2 absent, motion carried and the meeting was adjourned at 8:06 PM.

Submitted by Fidencio Marbella, Director, Westchester Public Library