

**MINUTES OF THE NOVEMBER 13, 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** – Roll call was taken with Vice President Darla Woods, Treasurer Greg Christoff, Secretary Christine Kuffel, Trustee Shannon Flint and Trustee Stephanie Pedersen present. President John Lamberti arrived at 7:14 PM and Trustee Elizabeth Hunter arrived at 7:18 PM. Also present were Director Fidencio Marbella, Assistant Director Kris Jacobson, Adult Services Manager Patrick Callaghan, Circulation/Technical Services Manager Ryan Flores and Nick Bava, partner with the library’s audit firm Sikich. The meeting was called to order at 7:12 PM by Vice President Woods.
3. **Public Comment** – No public comment.
4. **Discussion Items**
  - A. **Review of FY 2022-2023 Audit** – Nick Bava reviewed the FY 2022-2023 Annual Financial Report/Audit and the Board Communication.
  - B. **Library Improvements** – Director Marbella reported on the recent meeting staff had with the architects regarding the remodeling project. Their cost estimates in total came to approximately \$539,000 but staff told them the estimate had to come in at about \$400,000. Director Marbella also mentioned that an offer was made to a Youth Services applicant. She accepted and Jamie Kallio will be starting on Dec 4.
  - C. **Department Manager Reports**– Youth Manager Jacobson discussed the Winter Reading Club and a gingerbread house program. Adult Manager Callaghan told the board about Friday movie matinees and a 3D printing class for adults to make their own holiday ornaments. Circulation Manager Flores noted the increased usage of our library by LaGrange Park residents during their remodeling project.
  - D. **Reserve Fund Update** – Director Marbella reported that the Schwab reserve fund had two CDs mature and that the account earned \$1,322 in interest and money market dividends during October.
  - E. **Review Policies 5.11 Insurance/Bonding Protection, 5.12 Collection Agency, 5.14 Investment Policy and 5.15 Charitable Donations by Westchester Public Library** – It was suggested that 5.11 be reworded to reflect the Government Crime policy the library has in lieu of bonding. Circulation Manager Flores will look into the dollar amount specified in 5.12. Review of 5.14 was tabled until the next COTW and no changes were suggested to 5.15.
  - F. **FY 2024-2025 Budget and Levy** – Based upon the anticipated costs of the remodeling project, the increase in payroll expenses from the higher minimum wage and the higher benefits costs from an additional FT employee the library may ask for a 2% increase in the levy.
5. **Unfinished Business**
  - A. **Chamber of Commerce Holiday Luncheon, Tuesday, Dec 5, 11:30 AM** – Director Marbella asked that the board let him know by next week if they will be attending the Chamber luncheon.
  - B. **Illinois Library Association Legislative Lunch, Oak Brook, Wednesday, Dec 6, 12 PM** – Director Marbella said the deadline for registering for the ILA Legislative luncheon is Nov 22.
  - C. **Preliminary Cost Estimates for Remodeling Project** – This was discussed during the Library Improvements portion of the meeting.
6. **Board Member Comments** – Trustee Hunter mentioned the library in New Orleans having a sensory story time room that would appeal to those children on the spectrum.
7. **Public Comment** – none

8. **Executive Session** – none

9. **Adjournment** – President Lamberti motioned to adjourn, seconded by Vice President Woods, roll call vote was taken with President Lamberti, Vice President Woods, Trustee Hunter, Treasurer Christoff, Secretary Kuffel, Trustee Flint and Trustee Pedersen aye, 0 nay, motion carried and the meeting was adjourned at 8:09 PM.

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