

MINUTES OF THE NOVEMBER 27, 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 7:22 PM by President John Lamberti. Present were President John Lamberti, Vice President Darla Woods, Treasurer Greg Christoff and Trustee Stephanie Pedersen. Absent were Secretary Christine Kuffel, Trustee Shannon Flint and Trustee Elizabeth Hunter. Also present were Director Fidencio Marbella, Assistant Director Kris Jacobson, Adult Services Manager Patrick Callaghan, Business Manager Allison Muzal, Circulation Manager Ryan Flores, architect Dan Pohrte from Product Architecture & Design and member of the public Leann Pettis.
3. **Public Comment** – none
4. **Review of Minutes**
 - A. Regular Meeting, October 23, 2023 – Due to the lateness of the hour President Lamberti opted to defer the review of the October 23, 2023 minutes to the December meeting.
 - B. COTW Meeting, November 13, 2023 – Due to the lateness of the hour President Lamberti opted to defer the review of the November 13, 2023 minutes to the December meeting.
5. **New Business**
 - A. **Library Remodeling Proposal from Product Architecture & Design** – Mr. Pohrte reviewed the proposals and budget for remodeling the library's interior, including Adult, Youth and the first floor. Alternates included options for remodeling the staff lounge, repainting the basement and purchasing new furniture. He showed the board the carpet samples selected by staff along with some paint color options. Treasurer Christoff and Trustee Pedersen suggested replacing the end panels in Adult Fiction as part of the project and the board also recommended including the staff lounge within the project. Treasurer Christoff motioned to approve the remodeling project with a base budget of \$475,000, which would include remodeling the staff lounge, and an additional \$130,000 for possible alternates (repainting the basement, new furniture, additional electrical work), seconded by Vice President Woods, roll call vote was taken with President Lamberti, Vice President Woods, Treasurer Christoff and Trustee Pedersen aye, 0 nay, 3 absent, motion carried.
 - B. **Payment of Bills** – Highlighted bills included:
 - \$921 to C. Acitelli Heating and Piping for the fall checkup and cleaning of our boilers.
 - \$1,150 to Chicago Backflow for the annual backflow valve certifications.
 - \$3,592 to renew Mango Languages.
 - Two final payments to Sikich totaling \$4,450 for the FY 2022-2023 audit.
 - \$4,750 to renew the Value Line database.President Lamberti motioned to approve the Payment of Bills in the amount of \$43,587.58, seconded by Vice President Woods, roll call vote was taken with President Lamberti, Vice President Woods, Treasurer Christoff and Trustee Pedersen aye, 0 nay, 3 absent, motion carried.
 - C. **Report to the Treasurer** – Business Manager Muzal reported that Cook County has still not remitted any of the property tax payments yet since the tax bills were sent out several months late but the library still has sufficient reserves to cover six months of operating expenses. She also reported that expenditures are at 49.21% versus 50% budgeted. President Lamberti motioned to accept the Report to the Treasurer, seconded by Treasurer Christoff, roll call vote was taken with President Lamberti, Vice President Woods, Treasurer Christoff and Trustee Pedersen aye, 0 nay, 3 absent, motion carried.
 - D. **Reaffirm Policy 5.15 Charitable Donations** – No action taken, deferred until the December meeting.

- E. Amend Policies 5.11 Insurance/Bonding Protection and 5.12 Collection Agency** – No action taken, deferred until the December meeting.
 - F. Resolution 2023-02 Tax Levy Request for FY 2024-2025** – The library is requesting that the FY 2024-2025 Levy be increased by 2% to \$1,382,822. Vice President Woods motioned to approve Resolution 2023-02 Statement of Tax Levy in the amount of \$1,382,822, seconded by Trustee Pedersen, roll call vote was taken with President Lamberti, Vice President Woods, Treasurer Christoff and Trustee Pedersen aye, 0 nay, 3 absent, motion carried.
- 6. Director's Report** – Director Marbella reported that the kayaking program had 125 participants this season and that the Addison Public Library has officially joined SWAN. He also discussed the patron who complimented Adult Services Librarian Sarah for her assistance in helping her to research the Dutch Golden Age. President Lamberti motioned to approve the Director's report as presented, seconded by Vice President Woods, roll call vote was taken with President Lamberti, Vice President Woods, Treasurer Christoff and Trustee Pedersen aye, 0 nay, 3 absent, motion carried.
- 7. Unfinished Business**
 - A. Memorial Donation to the Hinsdale Humane Society** – Director Marbella asked for approval to make a \$100 donation in memory of Katie Geletka, our Circulation Clerk who passed away.
- 8. Board Member Comments** – Trustee Pedersen asked where the library was at in its Images of America book project. Vice President Woods asked if the library ever had any follow up from the creators of the Kill Your Lawn podcast. Treasurer Christoff asked for some clarification of the timeline for the remodeling bidding process.
- 9. Public Comment** – Ms. Pettis noted that the Illinois Secretary of State opened a satellite DMV site for seniors in the community room at village hall and that the library could expect increased requests for the usage of our community room.
- 10. Executive Session** – not needed.
- 11. Adjournment** – President Lamberti motioned to adjourn, seconded by Vice President Woods, roll call vote was taken with President Lamberti, Vice President Woods, Treasurer Christoff and Trustee Pedersen aye, 0 nay, 3 absent, motion carried and the meeting was adjourned at 8:28 PM.

Submitted by Fidencio Marbella, Director, Westchester Public Library