

**MINUTES OF THE DECEMBER 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** – Roll call was taken by President John Lamberti. Present were President John Lamberti, Treasurer Greg Christoff, Secretary Christine Kuffel, Trustee Stephanie Pedersen and Trustee Shannon Flint. Vice President Darla Woods and Trustee Elizabeth Hunter were absent. Also present were Director Fidencio Marbella, Assistant Director Kris Jacobson, Adult Services Manager Patrick Callaghan, Circulation/Technical Services Manager Ryan Flores and new Youth Services Manager Jamie Kallio. The meeting was called to order at 7:18 PM.
3. **Public Comment** – No public comment.
4. **Discussion Items**
  - A. **Library Improvements** – Director Marbella reported on the progress of the Interior Renovation project scheduled to start next March. The public notice will run in Suburban Life on Dec. 21 with the pre-bid walk-through scheduled for Jan. 9 and the bid opening for Jan. 17. The architects will provide their letter of recommendation by Jan. 19 with the board scheduled to vote on the bids during the Jan. 22 Regular Meeting. As far as programming, the library has begun movie matinees in December and will be hosting a holiday concert on Dec. 20.
  - B. **Department Manager Reports**– Adult Services Manager Callaghan gave an update on the proposed Images of America Westchester book. Circ/Tech Manager Flores told the board about the Baker & Taylor Sustainable Shelving project and how the library earned about \$800 in credits for participating. Youth Manager Jacobson talked about the upcoming Santa visit and how Teen Librarian Montanna will be making regular visits to the middle school.
  - C. **Reserve Fund Update** – Director Marbella reported that the library has begun receiving property tax revenue from Cook County which has replenished our Byline Reserve account. He also discussed the Schwab reserve account and the earnings received in November.
  - D. **Review of Serving Our Public 4.0 to Fulfill 2024 Per Capita Grant Requirements** – Director Marbella discussed the areas where the library falls short in meeting the recommendations from Serving Our Public. Items to be addressed included an updated strategic plan, board bylaws and salary schedule.
  - E. **Review of Policies 1.2 Intellectual Freedom and 2.1.3 Non-Resident Library Cards** – The library will add the required state library statement about book bans to existing policy 1.2. No changes were suggested for policy 2.1.3.
5. **Unfinished Business** – Director Marbella updated the board on the Paid Leave for All Workers Act requirements. All of the library's current employees already receive unrestricted paid time off in excess of the PLWA requirements. He also added that the architects will have their bid recommendations by Jan. 19, the Friday before the January Regular meeting.
6. **Board Member Comments** –
7. **Public Comment** – none
8. **Executive Session** – none

9. **Adjournment** – President Lamberti motioned to adjourn, seconded by Secretary Kuffel, roll call vote was taken with President Lamberti, Treasurer Christoff, Secretary Kuffel, Trustee Flint and Trustee Pedersen aye, 0 nay, 2 absent, motion carried and the meeting was adjourned at 7:48 PM.

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