

MINUTES OF THE FEBRUARY 27, 2023 REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE WESTCHESTER PUBLIC LIBRARY, WESTCHESTER, ILLINOIS, HELD REMOTELY VIA ZOOM DUE TO THE ONGOING COVID 19 PANDEMIC

1. Pledge of Allegiance

- 2. Call to Order and Roll Call** – Before the meeting was called to order, President John Lamberti stated that due to Governor Pritzker’s disaster declaration related to public health concerns and the ongoing COVID-19 pandemic that an in-person meeting would not be prudent or practical and that this meeting would be held remotely. The meeting was called to order at 7:08 PM by President Lamberti. Present were President John Lamberti, Vice President Elizabeth Hunter, Treasurer Greg Christoff, Secretary Christine Kuffel, Trustee Darla Woods and Trustee Stephanie Pedersen. Absent was Trustee Shannon Flint. Also present were Director Fidencio Marbella, Assistant Director Kris Jacobson, Business Manager Allison Muzal and Adult Services Manager Patrick Callaghan.

3. Public Comment – None

4. Review of Minutes

- A. Regular Meeting, January 23, 2023** – President Lamberti motioned to approve the regular meeting minutes of January 23, 2023 as presented, seconded by Secretary Kuffel, roll call vote was taken with President Lamberti, Vice President Hunter, Secretary Kuffel, Treasurer Christoff, Trustee Woods and Trustee Pedersen aye, 0 nay, 1 absent, motion carried.
- B. COTW Meeting, February 13, 2023** – President Lamberti motioned to approve the COTW meeting minutes of February 13, 2023 as presented, seconded by Trustee Woods roll call vote was taken with President Lamberti, Vice President Hunter, Secretary Kuffel, Treasurer Christoff, Trustee Woods and Trustee Pedersen aye, 0 nay, 1 absent, motion carried.

5. New Business

- A. Payment of Bills** – Director Marbella reviewed the monthly bills and highlighted expenses included:
- \$680 to BKF for adding a phone in the workroom and for installing a larger hard drive into the computer for the security cameras.
 - \$626 to F&G Roofing to patch the canopy leak by the front door.
 - \$3,523 to Interior Investments for furniture for the story time room.
 - \$6,353 for our SWAN quarterly payment.
- Secretary Kuffel asked when the canopy roof will have to be replaced. Director Marbella is shooting for this year. President Lamberti motioned to approve the payment of bills in the amount of \$51,636.96, seconded by Secretary Kuffel, roll call vote was taken with President Lamberti, Vice President Hunter, Secretary Kuffel, Treasurer Christoff, Trustee Woods and Trustee Pedersen aye, 0 nay, 1 absent, motion carried.
- B. Report to the Treasurer** – Business Manager Muzal reported that we’re nine months through the fiscal year and that the library’s reserves are sufficient for at least six months of operating expenses. The library is still slightly under budget, 71.1% expended versus 75% budgeted. She also noted that the library received \$398,223 in tax levy income. Director Marbella did talk with reps from Charles Schwab regarding opening an account with them in order to take advantage of higher CD rates available from multiple banks through Schwab. He also spoke with auditor Dan Berg from Sikich about the internal controls such an account would require. Treasurer Christoff asked where the capital expenditures for the story time room would be carried – those expenses would be carried on the balance sheet until the project is completed, then transferred to fixed assets. President Lamberti motioned to approve the Report to the Treasurer, seconded by Secretary Kuffel, roll call vote was

taken with President Lamberti, Vice President Hunter, Secretary Kuffel, Treasurer Christoff, Trustee Woods and Trustee Pedersen aye, 0 nay, 1 absent, motion carried.

6. **Director's Report** – Director Marbella reported on the wide variety of programming coming up later this year, including water color painting for adults and teens, bingo for seniors and another Smash Bros tournament. The library was also invited to the WMS arts festival. The story time room remodel is nearing completion with six or seven punch list items remaining to be done. President Lamberti motioned to accept the Director's Report as presented, seconded by Treasurer Christoff, roll call vote was taken with President Lamberti, Vice President Hunter, Secretary Kuffel, Treasurer Christoff, Trustee Woods and Trustee Pedersen aye, 0 nay, 1 absent, motion carried.
7. **Unfinished Business**
 - A. CD Options for Reserve Fund – this was discussed during the Report to the Treasurer.
8. **Board Member Comments** – President Lamberti asked about the Chamber of Commerce's Celebrate Westchester dinner on April 1. Trustee Pedersen asked for an update on the Ukrainian refugee families temporarily living in Westchester.
9. **Public Comment** – None
10. **Executive Session** – President Lamberti motioned that the Board go into executive session for the purpose of discussing the library director's annual review pursuant to Section 2. (c) (1) of the Illinois Open Meetings Act, seconded by Secretary Kuffel, roll call vote was taken with President Lamberti, Vice President Hunter, Secretary Kuffel, Treasurer Christoff, Trustee Woods and Trustee Pedersen aye, 0 nay, 1 absent, motion carried and the board entered Executive Session at 7:45 PM. At 7:59 PM the board reentered open session.
11. **Adjournment** – President Lamberti motioned to adjourn, seconded by Secretary Kuffel, roll call vote was taken with President Lamberti, Vice President Hunter, Secretary Kuffel, Treasurer Christoff, Trustee Woods and Trustee Pedersen aye, 0 nay, 1 absent, motion carried and the meeting was adjourned at 8:03 PM.

Submitted by Fidencio Marbella, Director, Westchester Public Library