

MINUTES OF THE MARCH 13, 2023 COMMITTEE OF THE WHOLE 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 2023-02 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 7:09 PM by President John Lamberti. Present were President John Lamberti, Trustee Darla Woods, Trustee Stephanie Pedersen, Treasurer Greg Christoff, and Secretary Christine Kuffel. Trustee Shannon Flint arrived at 7:20 PM. Absent was Vice President Elizabeth Hunter. Also present were Director Fidencio Marbella, Assistant Director Kris Jacobson, Business Manager Allison Muzal, Adult Services Manager Patrick Callaghan and Circulation/Technical Services Manager Ryan Flores.
3. **Public Comment** – No public comment.
4. **Discussion Items**
 - A. **Library Improvements** –Director Marbella reported on the progress of the storytime room. Issues have come up regarding adhesive staining on some parts of the floor and some of the Lego panels are not flush with the wall. The flooring company will refinish the surface on March 15 while the architects and contractor are in discussions with the Lego wall manufacturer. Most of the furniture has arrived and will be installed once the floor is refinished. We’re still scheduling the grand opening for Saturday, March 25. He also asked the board for their input on whether or not the library should explore new paint and carpeting for the rest of the library. The sentiment was positive so we’ll begin getting preliminary estimates, which would include not only paint and carpeting, but possibly asbestos abatement and hiring movers to move the shelving.
 - B. **Department Manager Reports** –Assistant Manager Jacobson reported that Montanna has started a new Teen book club and that Youth staff have been re-shelving the picture books displaced by the storytime room remodeling. Adult Services Manager Callaghan reported that in-person programming has been drawing high attendance numbers including 54 patrons at the recent music performance and over 70 at the Trinity Irish Dance program. Circulation Manager Flores talked about the new fiction display being used for monthly fiction promotions and the new display area for new DVDs.
 - C. **FY 2023-2024 Budget** – Business Manager Muzal discussed the proposed FY 2023-2024 budget. The tax levy request remained flat but payroll and benefits costs are expected to increase due to minimum wage increases and higher IMRF expenses starting in January, 2024. The library does anticipate higher marketing/advertising costs and higher employee development costs but professional services should decline significantly since legal fees should be down since the employee handbook project is over. President Lamberti asked when the budget vote would be held and Secretary Kuffel asked who would get to pick the new paint color scheme.
 - D. **Updated Employee Handbook** – The library’s attorneys have completed the rewrite of the employee handbook and both Director Marbella and Assistant Director Jacobson have reviewed it multiple times. Since she will be absent from the March 25 Regular Meeting, Trustee Pedersen asked that the board approval be held off until the April Regular Meeting. President Lamberti asked if the new handbook would require board approval.
 - E. **Painting and Carpeting** – This was brought up during the Library Improvements discussion.

5. Unfinished Business

- A. Celebrate Westchester Dinner, Saturday, April 1** – Director Marbella said that the library would be nominating President Lamberti as their 2023 Person of the Year.

6. Board Member Comments– Trustee Pedersen had some questions about the upcoming election.

7. Public Comment–none

8. 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, Secretary Kuffel, Treasurer Christoff, Trustee Flint, Trustee Woods and Trustee Pedersen aye, 0 nay, 1 absent and the board entered Executive Session with Assistant Director Jacobson and Adult Services Manager Callaghan at 7:42 PM.

At 8:23 PM the board concluded their Executive Session and reentered Open Session.

9. Adjournment –Secretary Kuffel motioned to adjourn, seconded by Trustee Flint, roll call vote was taken with President Lamberti, Secretary Kuffel, Treasurer Christoff, Trustee Flint, Trustee Woods and Trustee Pedersen aye, 0 nay, 1 absent motion carried and the meeting was adjourned at 8:25 PM.

Submitted by Fidencio Marbella, Director, Westchester Public Library