

MINUTES OF THE MARCH 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 7:10 PM by President Lamberti. Present were President John Lamberti, Secretary Christine Kuffel, Trustee Darla Woods, Treasurer Greg Christoff and Trustee Shannon Flint. Absent was Trustee Stephanie Pedersen and Vice President Elizabeth Hunter arrived at 7:25 PM. Also present were Director Fidencio Marbella, Assistant Director Kris Jacobson, Adult Services Manager Patrick Callaghan and Circulation/Technical Services Manager Ryan Flores.

3. Public Comment – None

- 4. Review of Minutes** – President Lamberti deferred approving these minutes until the April Regular Meeting in order to save time for an Executive Session.

A. Regular Meeting, January 23, 2023

B. COTW Meeting, February 13, 2023

5. New Business

- A. Payment of Bills** – Director Marbella reviewed the monthly bills and highlighted expenses included:

- \$1,496 to Dormakaba for installing an exterior key switch for the front door.
- \$3,243 to LFI for furniture for the story time room.
- \$3,523 to Interior Investments for furniture for the story time room.
- \$1,597 to Ollis for Youth books.

President Lamberti motioned to approve the payment of bills in the amount of \$64,852.34, seconded by Treasurer Christoff, roll call vote was taken with President Lamberti, Secretary Kuffel, Treasurer Christoff, Trustee Woods and Trustee Flint aye, 0 nay, 2 absent, motion carried.

- B. Report to the Treasurer** – In the absence of Business Manager Allison Muzal, Treasurer Christoff gave the Report to the Treasurer. He reported that the library remains under budget with 77.8% expended versus 83.3% budgeted. President Lamberti motioned to approve the Report to the Treasurer, seconded by Trustee Flint, roll call vote was taken with President Lamberti, Secretary Kuffel, Treasurer Christoff, Trustee Woods and Trustee Flint aye, 0 nay, 2 absent, motion carried.

- C. Open a Schwab Account for Reserve Fund CDs** – Secretary Kuffel asked if the board was going to have to approve every transaction. Director Marbella will advise the board whenever a CD is purchased and will include the monthly Schwab statements in with the financials at each regular meeting. Treasurer Christoff motioned to open a Schwab account for library CDs, seconded by Secretary Kuffel, roll call vote was taken with President Lamberti, Secretary Kuffel, Treasurer Christoff, Trustee Woods and Trustee Flint aye, 0 nay, 2 absent, motion carried.

- D. FY 2023-2024 Budget** – Director Marbella discussed the changes being made in the 2023-2024 budget, including increases for salaries and benefits due to the increasing minimum wage and to higher anticipated IMRF and health care expenses in 2024. The budget will also include using \$300,000 from the reserve fund for repainting and re-carpeting the library. This figure is most likely on the high end of the estimate. Trustee Woods asked why professional services line was reduced by so much. President Lamberti motioned to approve the FY 2023-2024 budget in the amount of \$1,401,102, seconded by Trustee Woods, roll call vote was taken with President Lamberti, Vice

President Hunter, Secretary Kuffel, Treasurer Christoff, Trustee Woods and Trustee Flint aye, 0 nay, 1 absent, motion carried.

6. **Director's Report** – Director Marbella reported that the last week in April is National Library Week and that the library will celebrate by grilling hot dogs and giving away native plant seedlings from our gardens. The three new librarians, Heidi, Zoe and Montanna will be attending FPDCC kayaking training in April. Assistant Director Jacobson said that the grand opening of the new story time room was a huge success with patrons staying for hours to use not only the story time room but the rest of the Youth department as well. Treasurer Christoff noted that the February statistics, especially the door count, showed very nice increases. President Lamberti motioned to accept the Director's Report as presented, seconded by Vice President Hunter, roll call vote was taken with President Lamberti, Vice President Hunter, Secretary Kuffel, Treasurer Christoff, Trustee Woods and Trustee Flint aye, 0 nay, 1 absent, motion carried.
7. **Unfinished Business**
 - A. Decennial Committee on Local Government Efficiency – Based upon the opinion of the Illinois Library Association and from the library's attorneys, the library is not required to form a decennial committee. Secretary Kuffel asked if any neighboring village or municipal libraries are forming committees. Director Marbella said that only those libraries that are districts are doing that.
 - B. Guaranteed Paid Leave Act – discussion on this was deferred to the April COTW meeting.
8. **Board Member Comments** – President Lamberti asked if the library would consider some kinds of memory care services for seniors.
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, Secretary Kuffel, Treasurer Christoff, Trustee Flint, Trustee Woods and Vice President Hunter aye, 0 nay, 1 absent and the board entered Executive Session at 7:52 PM. At 8:36 PM the board reentered open session.
11. **Adjournment** – President Lamberti motioned to adjourn, seconded by Trustee Flint, roll call vote was taken with President Lamberti, Vice President Hunter, Secretary Kuffel, Treasurer Christoff, Trustee Woods and Trustee Flint aye, 0 nay, 1 absent, motion carried and the meeting was adjourned at 8:37 PM.

Submitted by Fidencio Marbella, Director, Westchester Public Library