

MINUTES OF THE MAY 22, 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. **Swearing In of Reappointed Trustee Shannon Flint** – Reappointed Trustee Shannon Flint was sworn in by Business Manager and Notary Public Allison Muzal.
3. **Call to Order and Roll Call** – The meeting was called to order at 7:19 PM by Vice President Elizabeth Hunter. Present were Vice President Elizabeth Hunter, Secretary Christine Kuffel, Trustee Darla Woods, Treasurer Greg Christoff and Trustee Shannon Flint. President John Lamberti arrived at 7:29 PM and Trustee Stephanie Pedersen was absent. Also present were Director Fidencio Marbella, Business Manager Allison Muzal and Adult Services Manager Patrick Callaghan.
4. **Public Comment** – None
5. **Election of Board Officers**
 - A. Board President – Treasurer Christoff nominated President Lamberti to remain as board president, seconded by Vice President Hunter and with no other nominations the vote was held with 5 ayes, 0 nays, 1 abstention, 1 absent, motion carried.
 - B. Board Vice President – Vice President Hunter nominated Trustee Woods to be the new Vice President, seconded by President Lamberti and with no other nominations the vote was held with six ayes, 0 nays, 1 absent, motion carried.
 - C. Board Secretary – Treasurer Christoff nominated Secretary Kuffel to remain as board secretary, seconded by Vice President Woods and with no other nominations the vote was held with 6 ayes, 0 nays, 1 absent, motion carried.
 - D. Board Treasurer – Trustee Flint nominated Treasurer Christoff to remain as board treasurer, seconded by President Lamberti and with no other nominations the vote was held with 6 ayes, 0 nays, 1 absent motion carried.
6. **Review of Minutes**
 - A. Regular Meeting, March 27, 2023 – Vice President Hunter motioned to approve the minutes of March 27, 2023 as presented, seconded by Secretary Kuffel, 5 ayes, 0 nay, 2 absent, motion carried.
 - B. COTW Meeting, April 10, 2023 – Vice President Hunter motioned to approve the minutes of April 10, 2023 as presented, seconded by Treasurer Christoff, 5 ayes, 0 nay, 2 absent, motion carried.
 - C. Regular Meeting, April 24, 2023 – Vice President Hunter motioned to approve the minutes of April 24, 2023 as presented, seconded by Trustee Woods, 5 ayes, 0 nays, 2 absent, motion carried.
 - D. COTW Meeting, May 8, 2023 – Vice President Hunter motioned to approve the minutes of May 8, 2023 as presented, seconded by Trustee Flint, 5 ayes, 0 nays, 2 absent, motion carried.
7. **New Business**
 - A. **Payment of Bills** – Director Marbella reviewed the monthly bills and highlighted expenses included:
 - \$100,000 to Charles Schwab for opening our reserve account to replace the account the library previously had with LPL Financial.
 - \$2,302 to the Friends of the Library for their book sales up through the end of the fiscal year.
 - \$1,773 to Cook & Kocher for this year's kayaking insurance.
 - \$7,428 to Ebsco for the annual magazine subscription renewal.

Vice President Hunter motioned to approve the payment of bills in the amount of \$156,009.80, seconded by Trustee Flint, 6 ayes, 0 nays, 1 absent, motion carried.

- B. Report to the Treasurer** – Business Manager Muzal reported that the library received \$469,921 in property tax revenue and annual interest of \$3,872. Revenues for the fiscal year were slightly higher than budgeted for (100.8%) due to higher than expected PPRT payments. For the FY, the library in total was under budget with expenditures at 95.4%. Payroll was slightly over budget due to the addition of a FT librarian but benefits, materials and programs were under budget for the year. Director Marbella reported on the new Schwab account and on what CDs were being purchased and when they'll be maturing. Treasurer Christoff recommended exploring putting additional funds into Schwab money markets (the funds would be more liquid) since those rates are superior to what is being offered at Inland Bank. Treasurer Christoff motioned to approve the Report to the Treasurer, seconded by Trustee Woods, 6 ayes, 0 nays, 1 absent, motion carried.

- C. Westchester Combined Meeting, Thursday, June 1, 6 PM, Mayfair Recreation Center** – Director Marbella reported that the combined meetings with the Park District, School District and Village will be resuming with a meeting hosted by the Park District at Mayfair on June 1 at 6 PM. Treasurer Christoff and Trustee Woods said they could attend along with Director Marbella.

- 8. Director's Report** – Director Marbella reported two new hires with one part-timer in Youth to help out with summer reading and one part-timer in Circulation. JULIE was out to mark the underground utilities for the garden expansion and the plants purchased from Midwest Groundcovers were picked up and are ready for planting. Trustee Hunter motioned to accept the Director's Report as presented, seconded by Vice President Woods, 6 ayes, 0 nays, 1 absent, motion carried.

- 9. Unfinished Business** – None

- 10. Board Member Comments** – None

- 11. Public Comment** – None

- 12. Executive Session** – Trustee Hunter motioned that the Board go into executive session for the purpose of discussing the minutes of meetings lawfully closed under the Illinois Open Meetings Act for purposes of the semi-annual review of the minutes as mandated by Section 2.06 pursuant to Section 2.(c)(21) of the Illinois Open Meetings Act, seconded by President Lamberti, roll call vote was taken with President Lamberti, Vice President Woods, Secretary Kuffel, Treasurer Christoff, Trustee Hunter and Trustee Flint aye, 0 nay, 1 absent, motion carried and the board entered Executive Session at 8:10 PM. At 8:40 PM the board reentered Open Session.

- 13. Determination of Minutes of Closed Executive Session Meetings** – Secretary Kuffel motioned that the board, having reviewed the minutes of all closed meetings, has determined that the closed meeting minutes of October 24, 2022, January 9, 2023, February 27, 2023, March 27, 2023, April 10, 2023 and May 8, 2023 no longer require confidential treatment and are available for public inspection and that the need for confidentiality still exists for the closed meeting minutes of May 19, 2014, May 30, 2014, June 23, 2014, March 13, 2023 and April 24, 2023, seconded by Trustee Hunter, roll call vote was taken with President Lamberti, Vice President Woods, Secretary Kuffel, Treasurer Christoff, Trustee Hunter and Trustee Flint aye, 0 nay, 1 absent, motion carried.

- 14. Adjournment** – President Lamberti motioned to adjourn, seconded by Vice President Woods, roll call vote was taken with President Lamberti, Vice President Woods, Secretary Kuffel, Treasurer Christoff, Trustee Hunter and Trustee Flint aye, 0 nay, 1 absent, motion carried and the meeting was adjourned at 8:49 PM.

Submitted by Fidencio Marbella, Director, Westchester Public Library