

**MINUTES OF THE DECEMBER 18, 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. Call to Order and Roll Call** – The meeting was called to order at 7:17 PM by President John Lamberti. Present were President John Lamberti, Vice President Darla Woods, Secretary Christine Kuffel, Trustee Shannon Flint and Trustee Elizabeth Hunter. Treasurer Greg Christoff and Trustee Stephanie Pedersen were absent. Also present were Director Fidencio Marbella, Assistant Director Kris Jacobson, Adult Services Manager Patrick Callaghan and member of the public Leann Pettis.

**3. Public Comment** – none

**4. Review of Minutes**

- A.** Regular Meeting, October 23, 2023 – President Lamberti motioned to approve the October 23, 2023 minutes as presented, seconded by Vice President Woods, roll call vote was taken with President Lamberti, Vice President Woods, Trustee Flint, Secretary Kuffel and Trustee Hunter aye, 0 nay, 2 absent, motion carried.
- B.** COTW Meeting, November 13, 2023 – President Lamberti motioned to approve the November 13, 2023 minutes as presented, seconded by Secretary Kuffel, roll call vote was taken with President Lamberti, Vice President Woods, Trustee Flint, Secretary Kuffel and Trustee Hunter aye, 0 nay, 2 absent, motion carried.
- C.** Regular Meeting, November 27, 2023 – President Lamberti motioned to approve the November 27, 2023 minutes as presented, seconded by Trustee Flint, roll call vote was taken with president Lamberti, Vice President Woods, Trustee Flint, Secretary Kuffel and Trustee Hunter aye, 0 nay, 2 absent, motion carried.
- D.** COTW Meeting, December 11, 2023 – President Lamberti motioned to approve the December 11, 2023 minutes as presented, seconded by Vice President Woods, roll call vote was taken with President Lamberti, Vice President Woods, Trustee Flint, Secretary Kuffel and Trustee Hunter aye, 0 nay, 2 absent, motion carried.

**5. New Business**

**A. Payment of Bills** – Highlighted bills included:

- \$288 to Hartford for the adjusted worker's compensation insurance.
- \$5,214 to Product Architecture for their continuing work on our remodeling project.
- \$445 to SMG to replace the faulty keypad by the north entrance.
- \$1,099 to Springshare for our new online room reservation and programming software.
- \$24,112 to the village for three months of health care premiums.

Vice President Woods motioned to accept the payment of bills in the amount of \$55,548.82, seconded by Trustee Hunter, roll call vote was taken with President Lamberti, Vice President Woods, Trustee Flint, Secretary Kuffel and Trustee Hunter aye, 0 nay, 2 absent, motion carried.

- B. Report to the Treasurer** – In the absence of the business manager Director Marbella reported that the library is seven months into the fiscal year and has expenditures of 56.34% versus budgeted expenses of 58.33%. The library began receiving the delayed property taxes from the latest installment in the amount of \$173,479 during November along with approximately \$3,526 in interest from Schwab and Byline. The library continues to maintain adequate reserves to cover six months of operating expenses. Trustee Hunter motioned to accept the Report to the Treasurer, seconded by Secretary Kuffel, roll call vote was taken with President Lamberti, Vice President Woods, Trustee Flint, Secretary Kuffel and Trustee Hunter aye, 0 nay, 2 absent, motion carried.

**C. Reaffirm Policies 2.1.3 Non-Resident Library Cards and 5.15 Charitable Contributions** – No changes were requested for 2.1.3 but Secretary Kuffel suggested that 5.15 be changed from “non-cash donations” to “non-monetary donations”. Secretary Kuffel motioned to reaffirm Policy 2.1.3 Non-Resident Library Cards and to amend Policy 5.15 Charitable Contributions as indicated, seconded by Trustee Flint, roll call vote was taken with President Lamberti, Vice President Woods, Trustee Flint, Secretary Kuffel and Trustee Hunter aye, 0 nay, 2 absent, motion carried.

**D. Amend Policies 1.2 Intellectual Freedom, 5.11 Insurance/Bonding Protection and 5.12 Collection Agency** – Secretary Kuffel requested that it be noted that the amendment made to Policy 1.2 Intellectual Freedom regarding banning book bans was required by the state library. President Lamberti motioned to amend policies 1.2, 5.11 and 5.12 as presented, seconded by Trustee Flint, roll call vote was taken with President Lamberti, Vice President Woods, Trustee Flint, Secretary Kuffel and Trustee Hunter aye, 0 nay, 2 absent, motion carried.

- 6. Director’s Report** – Director Marbella reported that Adult is looking into reducing the numbers of music CDs purchased and instead using those funds to begin a subscription to Freegal, an online downloadable music service. Santa will be coming to the library on the 21<sup>st</sup> and we’ll be hosting a holiday music concert on the 20<sup>th</sup>. At a recent meeting of Proviso Township library directors, the Bellwood director suggested getting time on a digital billboard near Mannheim and I-290 to promote a library event. President Lamberti motioned to accept the Director’s Report as presented, seconded by Trustee Flint, roll call vote was taken with President Lamberti, Vice President Woods, Trustee Flint, Secretary Kuffel and Trustee Hunter aye, 0 nay, 2 absent, motion carried.
- 7. Unfinished Business** – Director Marbella noted that it was time for the Director’s review again. President Lamberti asked that an Executive Session be scheduled for the next meeting.
- 8. Board Member Comments** – Secretary Kuffel asked if the library had any info on the free book program being funded by Dolly Parton.
- 9. Public Comment** – Ms. Pettis noted that the village has begun sending out a weekly e-newsletter to residents and suggested that the library look into about being included.
- 10. Executive Session** – not needed.
- 11. Adjournment** – President Lamberti motioned to adjourn, seconded by Trustee Flint, roll call vote was taken with President Lamberti, Vice President Woods, Trustee Flint, Secretary Kuffel and Trustee Hunter aye, 0 nay, 2 absent, motion carried and the meeting was adjourned at 8:08 PM.

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