

MINUTES OF THE JANUARY 8, 2024 COMMITTEE OF THE WHOLE MEETING OF THE BOARD OF TRUSTEES OF THE WESTCHESTER PUBLIC LIBRARY, WESTCHESTER, ILLINOIS, HELD IN THE COMMUNITY ROOM OF THE LIBRARY AT 10700 CANTERBURY STREET

1. **Pledge of Allegiance**
2. **Call to Order and Roll Call** – Roll call was taken by President John Lamberti. Present were President John Lamberti, Treasurer Greg Christoff, Secretary Christine Kuffel, Vice President Darla Woods, Trustee Shannon Flint and Trustee Stephanie Pedersen. Trustee Elizabeth Hunter was absent. Also present were Assistant Director Kris Jacobson, Adult Services Manager Patrick Callaghan, Youth Services Manager Jamie Kallio and Circulation/Technical Services Manager Ryan Flores. Director Fidencio Marbella attended via Zoom. The meeting was called to order at 7:11 PM.
3. **Public Comment** – No public comment.
4. **Discussion Items**
 - A. **Library Improvements / Library Remodeling Update** – Director Marbella reported that the pre-bid meeting for the interior renovation project was scheduled for January 9 at 8 AM with bids due on January 17 at 10 AM. Product Architecture will provide the board with their recommendation on January 19 with the board vote scheduled for January 22. At the pre-bid meeting Director Marbella will tell the contractors about not starting the project until after the March 19 primary election.
 - B. **Department Manager Reports** – Adult Services Manager Callaghan reported on the upcoming Adult programs including the crocheting and knitting clubs, chair yoga classes, sound meditation sessions, a Chicago Black Renaissance program and a bio-mimicry program. Youth Manager Kallio discussed an ongoing weeding and shifting project and an MLK program on Jan 15 and a magic program on Jan 17. Circulation Manager Flores reported that the library issued 406 new cards in 2023.
 - C. **Reserve Fund Update** – Since Byline Bank will not be providing the library with favorable CD rates, \$250,000 was transferred from Byline to the Schwab reserve account and several CDs and a short term Treasury bill were purchased using those funds. Since opening the Schwab account in May 2023, the library has earned \$9,304 in CD interest and money market dividends.
 - D. **Review of Policy 5.14 Investment Policy** – Director Marbella suggested removing the reference to the Saving Association Insurance Fund (SAIF) since that quasi-government agency no longer exists. The board also discussed the roles the board treasurer, other board members and the business manager might have in implementing this policy, what internal controls are in place and whether those roles should be broadened.
 - E. **Polling Site, March and November 2024** – Cook County has requested that the library be a polling location for the March 19 2024 primary and the November 5 2024 general election. The county will begin bringing in their equipment the prior week so no events will be scheduled for the community room from March 13 through March 20 and October 30 through November 6. The library will receive a stipend of \$150 for each election.
5. **Unfinished Business** – none
6. **Board Member Comments** – Trustee Pedersen mentioned that she had come to the Santa Claus visit in December and that her children loved the program.
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, Vice President Woods, Secretary Kuffel, Trustee Flint, Treasurer Christoff and Trustee Pedersen aye, 0 nay, 1 absent, motion carried and the board entered executive session at 7:53 PM and reentered open session at 8:14 PM.

9. **Adjournment** – President Lamberti motioned to adjourn, seconded by Secretary Kuffel, roll call vote was taken with President Lamberti, Vice President Woods, Secretary Kuffel, Trustee Flint, Treasurer Christoff and Trustee Pedersen aye, 0 nay, 1 absent, motion carried and the meeting was adjourned at 8:16 PM

Submitted by Fidencio Marbella, Director, Westchester Public Library