

MINUTES OF THE JANUARY 22, 2024 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 7:11 PM by President John Lamberti. Present were President John Lamberti, Vice President Darla Woods, Secretary Christine Kuffel, Treasurer Greg Christoff, Trustee Elizabeth Hunter and Trustee Stephanie Pedersen. Trustee Shannon Flint was absent. Also present were Director Fidencio Marbella, Assistant Director Kris Jacobson, Adult Services Manager Patrick Callaghan, Youth Services Manager Jamie Kallio, Business Manager Allison Muzal, Circulation/Tech Services Manager Ryan Flores and Architect Dan Pohrte of Product Architecture.

3. Public Comment – none. President Lamberti did want to acknowledge that this meeting would be the last for retiring Assistant Director Jacobson and thanked her for her years of service to the library and to the community.

4. Review of Minutes

- A.** Regular Meeting, December 18, 2023 – President Lamberti motioned to approve the December 18, 2023 minutes as presented, seconded by Secretary Kuffel, roll call vote was taken with President Lamberti, Vice President Woods, Treasurer Christoff, Secretary Kuffel, Trustee Hunter and Trustee Pedersen aye, 0 nay, 1 absent, motion carried.
- B.** COTW Meeting, January 8, 2024 – President Lamberti motioned to approve the January 8, 2024 minutes as presented, seconded by Vice President Woods, roll call vote was taken with President Lamberti, Vice President Woods, Treasurer Christoff, Secretary Kuffel, Trustee Hunter and Trustee Pedersen aye, 0 nay, 1 absent, motion carried.

5. New Business

- A. Selection of Lowest Responsible Bid for Library Interior Renovation Project** – Architect Pohrte told the board that Knudsen Construction was the lowest bidder and that Knudsen has done previous work for the library, including the story time room remodel and the new Circulation desk. Based upon the bids, Mr. Pohrte recommended accepting the bid from Knudsen and to select alternates for painting the basement, remodeling the staff lounge and for Hallett to move shelving. He also discussed the furniture options from LFI, KI and Interior Investments. Secretary Kuffel mentioned that some of the KI furniture she has seen does not hold up well under sunlight and tends to fade rather quickly. Trustee Pedersen asked that the architect come up with some options for doors for the community room closets. Vice President Woods motioned to award the contract to Knudsen Construction in the amount of \$317,200 and to approve the total construction amount of \$397,076, seconded by Trustee Pedersen, roll call vote was taken with President Lamberti, Vice President Woods, Treasurer Christoff, Secretary Kuffel, Trustee Hunter and Trustee Pedersen aye, 0 nay, 1 absent, motion carried. Vice President Woods motioned to approve the furniture purchase in the amount of \$96,679 and a project total of \$516,755, seconded by Trustee Pedersen, roll call vote was taken with President Lamberti, Vice President Woods, Treasurer Christoff, Secretary Kuffel, Trustee Hunter and Trustee Pedersen aye, 0 nay, 1 absent, motion carried.
- B. Payment of Bills** – Highlighted bills included:
 - \$453 to Colley Elevator to replace TK Elevator for our quarterly elevator maintenance.
 - \$1,812 to NCR for roofing repairs.
 - \$470 to Preferred Plumbing to repair a leaking toilet.
 - \$1,800 to Villa Landscaping for last year's lawn maintenance.

Director Marbella noted that the village had not billed the library for the most recent health care costs. Vice President Woods motioned to accept the payment of bills in the amount of \$38,129.11, seconded by Trustee Hunter, roll call vote was taken with President Lamberti, Vice President Woods, Treasurer Christoff, Secretary Kuffel, Trustee Hunter and Trustee Pedersen aye, 0 nay, 1 absent, motion carried.

C. Report to the Treasurer – Business Manager Muzal reported that the library maintains sufficient reserves to cover six months of operating expenses and that for December the library was actually over budget, 67.72% expended versus 66.67% budgeted due to higher payroll expenses. Trustee Hunter motioned to approve the Report to the Treasurer as presented, seconded by Treasurer Christoff, roll call vote was taken with President Lamberti, Vice President Woods, Treasurer Christoff, Secretary Kuffel, Trustee Hunter and Trustee Pedersen aye, 0 nay, 1 absent, motion carried.

D. Amend 5.14 Investment Policy– The board and library management discussed the changes requested for 5.14 during the January 8 COTW. President Lamberti motioned to approve amending Policy 5.14 Investment Policy as presented, seconded by Vice President Woods, roll call vote was taken with President Lamberti, Vice President Woods, Treasurer Christoff, Secretary Kuffel, Trustee Hunter and Trustee Pedersen aye, 0 nay, 1 absent, motion carried.

6. **Director's Report** – Director Marbella reported that Adult Services Manager Callaghan was promoted to be the new Assistant Director, replacing the retiring Kris Jacobson and that this will create an opening for a new Adult Services Manager, which will be posted internally for one week. He also noted that with the recent snowfall several sets of the library's snowshoes were checked out. President Lamberti motioned to accept the Director's Report as presented, seconded by Trustee Hunter, roll call vote was taken with President Lamberti, Vice President Woods, Treasurer Christoff, Secretary Kuffel, Trustee Hunter and Trustee Pedersen aye, 0 nay, 1 absent, motion carried.
7. **Unfinished Business** – Director Marbella noted that in light of the problems with the email attachments all of the documents are also available in Dropbox or through the library's email accounts.
8. **Board Member Comments** – The board congratulated Assistant Director Jacobson on her retirement and she thanked the board for their support and for what they have done for the community.
9. **Public Comment** – none
10. **Executive Session** – not needed.
11. **Adjournment** – President Lamberti motioned to adjourn, seconded by Vice President Woods, roll call vote was taken with President Lamberti, Vice President Woods, Treasurer Christoff, Secretary Kuffel, Trustee Hunter and Trustee Pedersen aye, 0 nay, 1 absent, motion carried and the meeting was adjourned at 8:08 PM.

Submitted by Fidencio Marbella, Director, Westchester Public Library