

**MINUTES OF THE FEBRUARY 12, 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, Vice President Darla Woods, Trustee Shannon Flint and Treasurer Greg Christoff. Trustee Stephanie Pedersen arrived at 7:16 PM and Trustee Elizabeth Hunter and Secretary Christine Kuffel were absent. Also present were Director Fidencio Marbella, Assistant Director Patrick Callaghan, Youth Services Manager Jamie Kallio, Adult Services Manager Heidi Beazley, Circulation/Technical Services Manager Ryan Flores and Business Manager Allison Muzal. The meeting was called to order at 7:09 PM.
3. **Public Comment** – No public comment.
4. **Discussion Items**
  - A. **Library Improvements / Library Remodeling Update** – Director Marbella reported that tests on the flooring adhesive in front of the Circulation Desk and in Youth came back positive for asbestos. After discussion, it was determined that the library would wait for the three quotes being provided by Midwest Environmental before deciding on a course of action.
  - B. **Department Manager Reports** Assistant Director Callaghan expressed his confidence in Heidi taking over as the new Adult Services manager. Adult Services Manager Beazley told the board about the success of the recent chair yoga program and about the various knitting, sewing and crocheting programs. Youth Services Manager Kallio reported on the Smash Bros tournament and on their discussions with the Adult Department about plans for a joint summer reading kickoff. Beazley and Callaghan also discussed two upcoming programs about this spring's cicada emergence. Circulation Manager Flores discussed the blind date with a book program. Trustee Pedersen asked about the previous "Canterbury Tales" initiative.
  - C. **Reserve Fund Update** - Director Marbella noted that in January two CDs matured and two more were purchased and that interest and money market dividends for the month totaled \$1,171.
  - D. **Remove Kris Jacobson and Add Jamie Kallio and Heidi Beazley as Signers for the Library's Byline Checking Account** – With Assistant Director Kris Jacobson retiring, she will have to be removed as a signer. As Director Marbella and Assistant Director Callaghan are the only two signers, the library would like to add Youth Services Manager Kallio and Adult Services Manager Beazley as additional signers.
  - E. **FY 2024-2025 Budget Draft** – The draft budget for FY 2024-2025 was discussed, including allocating \$555,298 from reserves for the remodeling project and for increased operating expenses. The library expects higher payroll and benefits costs and plans on keeping materials costs flat.
5. **Unfinished Business** – none
6. **Board Member Comments** - none
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 Trustee Flint, roll call vote was taken with President Lamberti, Vice President Woods, Trustee Flint, Treasurer Christoff and Trustee Pedersen aye, 0 nay, 2 absent, motion carried and the board entered executive session at 7:55 PM and reentered open session at 8:14 PM.

9. **Adjournment** – President Lamberti motioned to adjourn, seconded by Vice President Woods, roll call vote was taken with President Lamberti, Vice President Woods, Trustee Flint, Treasurer Christoff and Trustee Pedersen aye, 0 nay, 2 absent, motion carried and the meeting was adjourned at 8:15 PM

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