

**MINUTES OF THE FEBRUARY 26, 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 7:09 PM by President John Lamberti. Present were President John Lamberti, Secretary Christine Kuffel, Treasurer Greg Christoff, Trustee Stephanie Pedersen and Trustee Shannon Flint. Trustee Elizabeth Hunter arrived at 7:53 PM and Vice President Darla Woods was absent. Also present were Director Fidencio Marbella, Assistant Director Patrick Callaghan, Adult Services Manager Heidi Beazley, Youth Services Manager Jamie Kallio, Business Manager Allison Muzal, Circulation/Tech Services Manager Ryan Flores and member of the public Leann Pettis.

**3. Public Comment** – none.

**4. Review of Minutes**

- A.** Regular Meeting, January 22, 2024 – President Lamberti motioned to approve the January 22, 2024 minutes as presented, seconded by Secretary Kuffel, roll call vote was taken with President Lamberti, Treasurer Christoff, Secretary Kuffel, Trustee Flint and Trustee Pedersen aye, 0 nay, 2 absent, motion carried.
- B.** COTW Meeting, February 12, 2024 – Treasurer Christoff motioned to approve the February 12, 2024 minutes as presented, seconded by Trustee Pedersen, roll call vote was taken with President Lamberti, Treasurer Christoff, Secretary Kuffel, Trustee Flint and Trustee Pedersen aye, 0 nay, 2 absent, motion carried.

**5. New Business**

**A. Remove Retired Assistant Director Kris Jacobson from the Library's Byline Checking Account and Add Youth Services Manager Jamie Kallio and Adult Services Manager Heidi Beazley as Signers** – With the retirement of Assistant Director Kris Jacobson, Director Marbella requested that the board authorize her removal from the library's Byline accounts and to add Youth Manager Kallio and Adult Manager Beazley as authorized signers. President Lamberti motioned to approve these changes as requested, seconded by Secretary Kuffel, roll call vote was taken with President Lamberti, Treasurer Christoff, Secretary Kuffel, Trustee Flint and Trustee Pedersen aye, 0 nay, 2 absent, motion carried.

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

- \$1,395 to BKF Computer Services for the annual maintenance contract for the security cameras.
- \$6,108 to Children's Plus for non-fiction books for Youth.
- \$8,000 to Product Architecture for their work on the interior renovation project.
- \$6,478 to SWAN for the SWAN quarterly fees.

President Lamberti motioned to accept the payment of bills in the amount of \$62,059.76, seconded by Secretary Kuffel, roll call vote was taken with President Lamberti, Treasurer Christoff, Secretary Kuffel, Trustee Flint and Trustee Pedersen aye, 0 nay, 2 absent, motion carried.

**C. Report to the Treasurer** – Business Manager Muzal reported that the library is nine months into the current fiscal year and that expenses are slightly under budget, 73.3% spent vs. 75% budgeted. The library received \$3,178 in interest and continues to have sufficient reserves to cover six months of operating expenses. President Lamberti motioned to approve the Report to the Treasurer as presented, seconded by Treasurer Christoff, roll call vote was taken with President Lamberti, Treasurer Christoff, Secretary Kuffel, Trustee Flint and Trustee Pedersen aye, 0 nay, 2 absent, motion carried.

**D. FY 2024-2025 Budget** – The board reviewed the proposed budget and decided to defer voting on it until Vice President Woods had a chance to provide her input.

6. **Director's Report** – Director Marbella reported that there was some progress on the proposed Westchester centennial book - Village President Greg Hribal has some photos that could be appropriate for the book. SWAN quarterly fees will be reduced by about 6% for the upcoming SWAN fiscal year starting July 1, due primarily to savings from SWAN's reduced office lease expenses. The library also was able to acquire a number of slightly used office chairs for free from the village's Enterprise Drive location. President Lamberti motioned to approve the Director's Report as presented, seconded by Treasurer Christoff, roll call vote was taken with President Lamberti, Treasurer Christoff, Secretary Kuffel, Trustee Flint and Trustee Pedersen aye, 0 nay, 2 absent, motion carried.
7. **Unfinished Business** – Director Marbella said that the abatement project will be done in two phases but that the cost will use up the budgeted abatement allowance as well as part of the project contingency. Treasurer Christoff recommended amending the interior renovation budget to account for the increased expense.
8. **Board Member Comments** – President Lamberti asked for details about the recent Qigong Sound Meditation program.
9. **Public Comment** – Ms. Pettis asked about masks for staff during the upcoming abatement program.
10. **Executive Session** – not needed.
11. **Adjournment** – President Lamberti motioned to adjourn, seconded by Trustee Flint roll call vote was taken with President Lamberti, Treasurer Christoff, Trustee Hunter, Secretary Kuffel, Trustee Flint and Trustee Pedersen aye, 0 nay, 1 absent, motion carried and the meeting was adjourned at 7:59 PM.

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