

MINUTES OF THE MARCH 25, 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 7:13 PM by President John Lamberti. Present were President John Lamberti, Secretary Christine Kuffel, Treasurer Greg Christoff and Trustee Shannon Flint. Trustee Elizabeth Hunter arrived at 7:20 PM and Vice President Darla Woods and Trustee Stephanie Pedersen were absent. Also present were Director Fidencio Marbella, Assistant Director Patrick Callaghan, Youth Services Manager Jamie Kallio, Business Manager Allison Muzal and member of the public Leann Pettis.

3. Public Comment – none

4. Review of Minutes

- A.** Regular Meeting, February 26, 2024 – President Lamberti motioned to approve the February 26, 2024 minutes as presented, seconded by Trustee Flint, roll call vote was taken with President Lamberti, Trustee Flint, Treasurer Christoff and Secretary Kuffel aye, 0 nay, 3 absent, motion carried.
- B.** COTW Meeting, March 11, 2024 – President Lamberti motioned to approve the March 11, 2024 minutes as presented, seconded by Secretary Kuffel, roll call vote was taken with President Lamberti, Trustee Flint, Treasurer Christoff and Secretary Kuffel aye, 0 nay, 3 absent, motion carried.

5. New Business

A. Payment of Bills – Highlighted bills included:

- \$770 to Record Information Services for the public records database.
- \$6,936 to IMRF for the monthly pension payment.

President Lamberti motioned to accept the payment of bills in the amount of \$21,526.26, seconded by Trustee Flint, roll call vote was taken with President Lamberti, Trustee Flint, Treasurer Christoff, Secretary Kuffel and Trustee Hunter aye, 0 nay, 2 absent, motion carried.

B. Report to the Treasurer – Business Manager Muzal reported that the library is ten months into the current fiscal year and that expenses are slightly under budget, 82.37% spent vs. 83.3% budgeted. The library received \$196,775 in February, mostly tax levy income and continues to have sufficient reserves to cover six months of operating expenses. Treasurer Christoff motioned to approve the Report to the Treasurer as presented, seconded by Trustee Hunter, roll call vote was taken with President Lamberti, Trustee Flint, Treasurer Christoff, Secretary Kuffel and Trustee Hunter aye, 0 nay, 2 absent, motion carried.

C. Amend Interior Renovation Project Budget to add \$20,000 to Contingency Line – Director Marbella requested an increase in the contingency line item since those funds have already been spent on the abatement and on some changes in furniture. Treasurer Christoff questioned if \$20,000 would be enough and suggested an increase of \$30,000. After discussion, Treasurer Christoff motioned to add \$30,000 to the renovation budget, seconded by Trustee Hunter, roll call vote was taken with President Lamberti, Trustee Flint, Treasurer Christoff, Secretary Kuffel and Trustee Hunter aye, 0 nay, 2 absent, motion carried.

D. FY 2024-2025 Budget – To reflect the additional contingency funds in the remodeling budget, Trustee Hunter motioned to increase the FY 2024-2025 budget line item 4750 from \$555,298 to \$585,298, seconded by Secretary Kuffel, roll call vote was taken with President Lamberti, Trustee Flint, Treasurer Christoff, Secretary Kuffel and Trustee Hunter aye, 0 nay, 2 absent, motion carried. Trustee Hunter then motioned to approve the FY 2024-2025 budget as amended, seconded by

Treasurer Christoff, roll call vote was taken with President Lamberti, Trustee Flint, Treasurer Christoff, Secretary Kuffel and Trustee Hunter aye, 0 nay, 2 absent, motion carried.

6. **Director's Report** – Director Marbella reported that two new staff members have been brought on board, Catherine as a PT Adult Services Assistant and Mary Ellen as a PT Circulation Clerk. The library will also look at possibly extending hours on Election Day, Tuesday, November 5 in order to take advantage of the increased voter traffic and to offer library cards and to promote programs to voters who don't normally use the library. Treasurer Christoff asked about the Proviso Township kayaking program. The library will be offering pond kayaking sessions to patrons from the libraries in Bellwood, Maywood, LaGrange Park and Broadview in May and June. President Lamberti motioned to accept the Director's Report as presented, seconded by Trustee Flint, roll call vote was taken with President Lamberti, Trustee Flint, Treasurer Christoff, Secretary Kuffel and Trustee Hunter aye, 0 nay, 2 absent, motion carried.
7. **Unfinished Business**
 - A. Interior Renovation Project Update – Director Marbella reported that the abatement has been completed but that five out of the nine carpet styles/colors are on backorder so the start of the remodeling project will be delayed to April 15.
 - B. Chamber of Commerce Person of the Year Dinner – Director Marbella asked who from the board intends on attending the POY dinner on April 12.
8. **Board Member Comments** – Trustee Hunter asked if the library would be hosting any election related programming coming up before November. The library will be working with the League of Women Voters on election events.
9. **Public Comment** – Ms. Pettis mentioned that Proviso Township would now have its own chapter from the League of Women Voters.
10. **Executive Session** – President Lamberti and the board decided to defer the scheduled executive session to the next meeting.
11. **Adjournment** – President Lamberti motioned to adjourn, seconded by Secretary Kuffel, roll call vote was taken with President Lamberti, Trustee Flint, Treasurer Christoff, Secretary Kuffel and Trustee Hunter aye, 0 nay, 2 absent, motion carried and the meeting was adjourned at 8:01 PM.

Submitted by Fidencio Marbella, Director, Westchester Public Library