

MINUTES OF THE APRIL 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, Vice President Darla Woods, Trustee Shannon Flint and Secretary Christine Kuffel. Treasurer Greg Christoff arrived at 7:15 PM and Trustees Elizabeth Hunter and Stephanie Pedersen 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 7:13 PM.
3. **Public Comment** – No public comment.
4. **Discussion Items**
 - A. **Library Improvements / Library Remodeling Update** – Director Marbella reported that the interior renovation project is scheduled to begin on Monday, April 15.
 - B. **Department Manager Reports** – Assistant Director Callaghan told the board about participating in the planning meeting for the upcoming annual audit with Sikich and that he learned how to use the new IMRF website and wage reporting procedures. Youth Manager Kallio said Youth will be visiting the local schools to promote summer reading. Circulation Manager Flores thanked the Circulation staff for dealing with the hundreds of requests by phone and in person for eclipse glasses. Adult Services Manager Beazley reported that the eclipse viewing event drew over seventy participants and that there has been strong interest in the upcoming cicada program and that in May we'll be having two birding programs out at the Wolf Road Prairie.
 - C. **Reserve Fund Update** – The library earned \$3,057 in interest from the Schwab reserve account in March and is on track to earn about \$22,000 in interest in calendar year 2024.
 - D. **Review Policies 4.16 Surveillance Cameras, 7.1 Board Member Reimbursements, 7.2 Board Member Contact Information, 7.3 Declared Vacancy and 7.4 Nepotism** – The review of 4.16 was deferred until the May meeting while no changes were suggested for Policies 7.2, 7.3 and 7.4. For 7.1 Board Member Reimbursements, Treasurer Christoff suggested including a statement that mileage will be reimbursed at the current IRS mileage rate.
 - E. **Revise Employee Handbook Policy 3.10 Employee Blood and Organ Donation Leave** – Because of changes in state law regarding this policy, 3.10 will have to be revised according to the recommendations from the library's attorneys. Treasurer Christoff requested that in the Complaint Procedure section staff should file any complaints with their department manager since the library does not have a Human Resources Manager.
 - F. **Non-Resident Fee Resolution #2024-01** – The board asked where the homes on Hickory Lane would fall under for this resolution and Director Marbella explained the non-resident calculations.
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 Secretary Kuffel, roll call vote was taken with President Lamberti, Vice President Woods,

Trustee Flint, Treasurer Christoff and Secretary Kuffel aye, 0 nay, 2 absent, motion carried and the board entered executive session at 7:36 PM and reentered open session at 8:26 PM.

9. **Adjournment** – President Lamberti motioned to adjourn, seconded by Secretary Kuffel, roll call vote was taken with President Lamberti, Vice President Woods, Trustee Flint, Treasurer Christoff and Secretary Kuffel aye, 0 nay, 2 absent, motion carried and the meeting was adjourned at 8:27 PM.

Submitted by Fidencio Marbella, Director, Westchester Public Library