

**MINUTES OF THE REGULAR MEETING OF THE PRESIDENT AND THE BOARD OF TRUSTEES OF THE WESTCHESTER PUBLIC LIBRARY HELD ON JUNE 27, 2011 IN THE COMMUNITY ROOM OF THE LIBRARY BUILDING, 10700 CANTERBURY STREET, WESTCHESTER, ILLINOIS**

**1. Pledge of Allegiance**

**2. Swearing-In of Appointed Trustee, Steve Cerasuolo: President Sam Pulia** Westchester Village President Sam Pulia swore in newly elected Board Trustee Steve Cerasuolo

**3. Call to Order and Roll Call** Secretary Donna Malecki called the meeting to order at 7:04 P.M. and upon roll call of the Board of Trustees the following were:

Present: Donna Malecki, Board Secretary

Trustees Timothy Hinsdale, Phyllis Kastle, Allison Muzal and Celeste Reda

Absent: Trustee Carol Levy

Also Present: Ruth McCrank, Library Director

William Raysa, of the firm Raysa and Zimmermann, LLC, Library Attorneys

Bonnie Schwanz, Asst. Director

LaChondra Davis, Business Manager

Sam Pulia, Village President

**4. Public Comment** None

**5. Guest Speakers:**

1. Aileen Gilpin, AGilpin Consultants ~Topic: Hiring a new director

Ms. Gilpin introduced herself to the Board and gave the Board a brief statement highlighting her credentials. She reported to the Board an overview of the hiring process for our Director. She informed the Board she could have candidates in 3-5 weeks. Has several billing options; looking at roughly \$4500 billing hourly @\$75 hr.

2. John Keister, Keister & Associates ~Topic: Hiring a new director

Mr. Keister introduced himself to the Board and gave the Board a brief statement highlighting his credentials. He reported to the Board an overview of the hiring process for our Director. He informed the Board the longest the search should take is 3-4 months. His billing would be \$11,900 with \$3900 to be billed up front. Indicated this is a tough time for finding candidate and that our salary level may be too low. Has many related credentials and experience. Has confidence that he would be able to present 5-6 candidates.

**6. Election of Officers** Vice President Phyllis Kastle opened nominations for President Trustee Celeste Reda nominated Trustee Donna Malecki for President. Trustee Steve Cerasuolo seconded.

Discussion from Trustee Hinsdale regarding his feelings that he was more qualified for reasons being his years of service and better knowledge of Robert's Rule of Order.

Roll Call vote:

6 ayes: Trustees Cerasuolo, Kastle, Levy, Malecki, Muzal and Reda.

1 nay: Trustee Hinsdale

Upon call of the roll Trustee Donna Malecki elected Board President

President Donna Malecki opened nominations for Secretary  
President Donna Malecki nominated Trustee Celeste Reda for Secretary. Trustee Steve Cerasuolo seconded.

Roll Call vote:

6 ayes: Trustees Cerasuolo, Hinsdale, Kastle, Malecki, Muzal and Reda.

0 nays

Upon call of the roll Trustee Celeste Reda elected Secretary

President Malecki opened nominations for Treasurer

Trustee Timothy Hinsdale nominated himself.

Roll call vote for Trustee Timothy Hinsdale

4 ayes: Trustees Hinsdale, Kastle, Malecki, Muzal

2 nays: Trustees Cerasuolo, Reda

Upon call of the roll Trustee Timothy Hinsdale elected Treasurer

## **7. Review of Minutes**

A. Regular Meeting May 23, 2011— President Donna Malecki made the motion to accept the May 23, 2011 Regular Minutes. Vice President Phyllis Kastle seconded.

6 ayes

0 nays

Motion carried.

B. Special Meeting June 8, 2011 Vice President Phyllis Kastle made the motion to accept the June 8, 2011 Special Meeting Minutes. Secretary Celeste Reda seconded.

6 ayes

0 nays

Motion carried.

C. COTW June 13, 2011 President Donna Malecki made the motion to accept the June 13, 2011 COTW Minutes. Trustee Allison Muzal seconded.

6 ayes

0 nays

Motion carried.

D. Special Meeting June 13, 2011 President Donna Malecki made the motion to accept the June 13, 2011 Special Meeting Minutes. Vice President Phyllis Kastle seconded.

6 ayes

0 nays

Motion carried.

## **8. New Business**

A. Treasurer's Report-Treasurer Timothy Hinsdale made motion to accept the treasurers report. Phyllis Kastle seconded.

6 ayes

0 nays

Motion carried

B. Payment of Bills- Treasurer Timothy Hinsdale made motion to accept payment of bills in the amount of \$25,163.63. Trustee Donna Malecki seconded.

6 ayes

0 nays

Motion carried

C. Rental properties – Mike Gobber ~ reported West house: as of 7/14 they were up date with payments; Mold test was completed Thursday; results to come tomorrow to Director Ruth McCrank; gutters were cleaned for \$40; front door and side door need to have same locks when side door is replaced. Treasurer Timothy Hinsdale made a motion to increase the cost for locks to be changed subject to written removal and reinstallation. Vice President Phyllis Kastle seconded. Asking for a 1 year lease at \$1650 per month; discount of \$50 discount for snow removal and cutting the grass. To inspect roof in the attic with Trustee Timothy Hinsdale for possible leaks.  
East house: reported that the tenants are leaving this week. They have been current with their payment plan; owe \$6622 and have a \$2000 deposit; Walk through to be completed when vacated; promisory note to be signed after review by William Raysa, of the firm Raysa and Zimmermann, LLC, Library Attorneys

D. Board Policy Section V: Budget & Finance

- 5.1 Purchasing (amend)
- 5.2 Credit Card Use (amend)
- 5.3 Operating Budget (amend)
- 5.4 Working Capital Reserves (amend)
- 5.5 Accounting
- 5.6 Financial Reports and Audits (amend)
- 5.7 Signing Checks (amend)
- 5.8 Library Director Limitation
- 5.10 Delegation of Spending Authority
- 5.11 Insurance/bonding Protection of WPL (amend)
- 5.12 Collection Agency
- 5.13 Investment Practices
- 5.14 Investment of Public Funds
- 5.15 Charitable Donations by WPL

President Donna Malecki made motion to accept amended sections 5.1, 5.2, 5.3, 5.4, 5.6, 5.7, 5.11. Secretary Celeste Reda seconded.

6 ayes

0 nays

Motion carried

President Donna Malecki made motion to reaffirm sections 5.5, 5.8, 5.10, 5.12, 5.13, 5.14, 5.15. Trustee Allison Muzal seconded.

6 ayes

0 nays

Motion carried

E. Library Consultant for Hiring a New Director ~ discussion regarding the possible candidates. Treasurer Timothy Hinsdale made motion to hire John Keister, Keister & Associates as a consultant to hire a new library director. President Donna Malcki seconded.

6 ayes

0 nay

Motion carried.

F. 4<sup>th</sup> of July Parade ~ discussion of Secretary Celeste Reda securing a car that is to be decorated by Alice Kaufman. It will contain a cooler with water. 2 Employees will be riding on tricycles also.

**9. Director's Report** Director Ruth McCrank advised the Board that on June 30, 2011 after more than 40 years of service, Jo Venuto will be retiring; patrons have been commenting on the new flooring;

Trustee Donna Malecki made the motion to accept Director's Report. Trustee Phyllis Kastle seconded.

6 ayes

0 nay

Motion carried.

**10. Board Member Comments-** President Donna Malecki presented Library Director Ruth McCrank with a plaque for her 8+ years of service and dedication to the library.

**11. Public Comment** Board commented that Director Ruth McCrank will be missed.

**12. Executive Session**

Purpose: discussion of personnel

President Donna Malecki made the motion: "I move the Board go into executive session for the purpose of the selection of a person to fill a public office as defined in this Act, including a vacancy in a public office pursuant to Section 2 (c ) (3 ) of the Opens Meetings Act and discussion of personnel". Secretary Celeste Reda seconded.

Roll call vote:

6 ayes: Trustees Cerasuolo, Hinsdale, Kastle, Malecki, Muzal and Reda

0 nay

Motion carried.

Executive session from 8:52 P.M. to 9:14 P.M.

**13. Adjournment** Upon return from Executive Session, motion to adjourn the meeting 9:14 P.M. was made by Trustee Timothy Hinsdale. Trustee Phyllis Kastle seconded.

6 ayes

0 nay

Motion carried.

*Celeste Reda*

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Celestine T. Reda, Board Secretary