

AMENDED MINUTES OF THE REGULAR BOARD MEETING OF THE PRESIDENT AND THE BOARD OF TRUSTEES OF THE WESTCHESTER PUBLIC LIBRARY HELD ON SEPTEMBER 26, 2011 IN THE COMMUNITY ROOM OF THE LIBRARY BUILDING, 10700 CANTERBURY STREET, WESTCHESTER, ILLINOIS

1. Pledge of Allegiance

2. Call to Order and Roll Call President Donna Malecki called the meeting to order at 7:01 P.M. and upon roll call of the Board of Trustees the following were:

Present: Donna Malecki, President, Phyllis Kastle, Vice President, Timothy Hinsdale, Treasurer, Celeste Reda, Secretary, Trustees Steve Cerasuolo, Carol Levy, Allison Muzal

Also Present: Bonnie Schwanz, Interim Library Director,

LaChondra Davis, Business Manager, and Michael Gobber Property Manager

3. Public Comment --none

4. Review of Minutes

A. Regular Meeting, August 22, 2011---Secretary Celeste Reda made the motion to accept the August 22, 2011 Regular Meeting Minutes. Vice President Phyllis Kastle seconded.

7 ayes

0 nays

Motion carried.

B. COTW September 12, 2011---Secretary Celeste Reda made the motion to accept the September 12, 2011 COTW Meeting Minutes. President Donna Malecki seconded.

7 ayes

0 nays

Motion carried.

C. Special Board Meeting, September 14, 2011---Secretary Celeste Reda made the motion to accept the September 14, 2011 Special Board Meeting Minutes. Trustee Steve Cerasuolo seconded.

7 ayes

0 nays

Motion carried.

D. Special Board Meeting, September 15, 2011---President Donna Malecki made the motion to accept the September 15, 2011 Special Board Meeting Minutes. Trustee Carol Levy seconded.

7 ayes

0 nays

Motion carried.

E. Special Board Meeting, September 19, 2011--- President Donna Malecki made the motion to accept the September 19, 2011 Special Board Meeting Minutes. Trustee Carol Levy seconded.

7 ayes

0 nays

Motion carried.

5. New Business

A. Treasurer's Report -Treasurer Timothy Hinsdale brought the Profit and Loss Report to the Board's attention showing a deficiency of \$80,496.23. Timothy Hinsdale stated the shortfall was due to the delay in receiving property tax income. Monies have been transferred from savings and will be replaced after monies are received from the county. President Donna Malecki made the motion to accept the Treasurers report, Trustee Phyllis Kastle seconded.

7 ayes

0 nays
Motion carried.

B. Payment of Bill--Timothy Hinsdale made the motion to accept the Payment of Bills in the amount of \$22,808.98. President Donna Malecki seconded.

7 ayes
0 nays
Motion carried.

C. Rental properties – Mike Gobber --**EAST HOUSE:** Mike Gobber stated that the new tenants have still not moved into the home. Treasurer Timothy Hinsdale stated that the tenants called to inform him they will be moving in on October 1, 2011 and that they were happy with all of the repairs Timothy Hinsdale has made. The tenants stated that there is still a pull chain that needs repairs and that there is a possible water pressure issue. Timothy Hinsdale informed the tenants that they will need to contact Mike Gobber directly in the future. The old tenants of the East house did finally meet with Mike Gobber to discuss the remaining amount due. The promissory note was presented. Ralph Lawrence stated he will need to get his wife to sign it. The note is due to Mike Gobber by September 28, 2011 with payment due by Saturday, October 1, 2011. The Board discussed that Mike Gobber must receive the note by 9/28/11 and the first installment of no less than \$825 by 10/1/11 or we will be pursuing the balance through a collection agency. If no payment by November 1, 2011 then a letter from attorney William Raysa and a judgment is to be recorded.

WEST HOUSE: Mike Gobber stated the tenants are up to date. The lease is being negotiated and reviewed with attorney William Raysa. The tenants would like a condition of the property report added stating the roof needs to be looked at inside and out, the bathrooms need to be caulked, the driveway needs to be sealed, vinyl siding needs tacking by the back window, basement doors need to be shaved. The tenants would also like to have a 24 hour notice for entry to the house except in the case of an emergency. Mike Gobber stated that attorney William Raysa advised against a rider and that the rent will be due on the 15th, with a grace period of the 20th NOT the 21st like requested by the tenants. Mike Gobber addressed a letter sent by the tenants asking for a new liaison also commenting that the liaison position was created due to the constant need for communication after the two properties flooded. President Donna Malecki stated that only Mike Gobber is to have contact directly with the tenants from either house. Trustee Timothy Hinsdale agreed with Donna Malecki. Trustee Hinsdale is to contact Mike Gobber with future COTW dates so Mike Gobber can present written reports at those meetings. The reports will be due the Wednesday before each COTW meeting and at any other time deemed necessary.

President Donna Malecki made the motion to keep the grace period date at the 20th of the month; to have Mike Gobber be the primary point of contact for tenants of both houses, that Mike Gobber can spend \$500 on each item in the houses without prior Board approval; and that Mike Gobber will be required to submit reports due the Wednesday before each COTW meeting and at any other time needed.

7 ayes
0 nays
Motion carried.

D. Finance – Timothy Hinsdale—no report

E. 2012 Holiday and Staff In-Service dates-- President Donna Malecki made the motion to accept the 2012 Holiday and Staff In-Service dates. Trustee Allison Muzal seconded. Discussion was had by the Board regarding being closed 3 days in a row for New Years Eve & New Years Day.

7 ayes
0 nays
Motion carried.

F. 2012 Board meeting dates --President Donna Malecki made the motion to accept the 2012 Board meeting dates. Trustee Steve Cerasuolo seconded. Discussion was had by the Board regarding having two different start times for the meetings; the different times were accepted to fit trustee schedules.

7 ayes
0 nays
Motion carried.

G. Per Capita Grant—Interim Director Bonnie Schwanz stated that no monies were received last year and that is was due to come in some time in December if not earlier.

6. Director’s Report -- President Donna Malecki made the motion to accept the Director’s Report. Trustee Carol Levy seconded. Discussion was had by the Board regarding Battle of the Books about to start at the schools. Interim Director Bonnie Schwanz informed us that the books on the list have been pulled and are in a separate area and a flyer has been printed. Trustee Timothy Hinsdale asked if we have an open ended agreement with Inland. Interim Director Bonnie Schwanz stated she will get back to us.

7 ayes

0 nays

Motion carried.

7. Board Member Comments—President Donna Malecki informed the Board that she has spoken Library attorney William Raysa regarding the flood insurance claim from last year. More information was requested by Attorney Raysa. Trustee Malecki informed the Board that she has spoken to consultant John Keister regarding the scheduling of the Director candidates for further interviews with the staff and again with the Board. Interim Director Bonnie Schwanz stated that she spoke to the library custodian and he indicated that he is not comfortable doing work at the either house. President Donna Malecki thanked Trustee Timothy Hinsdale for filing the property tax appeal on the two houses. Trustee Timothy Hinsdale stated to the Board that there has been positive feedback regarding the two page newsletter in the newspaper. Trustee Hinsdale also suggested starting receiving quotes for snow removal and that he will send some contact information to Library Manager LaChondra Davis. Trustee Hinsdale also inquired about the Chamber event to be held in the Library Community Room and that the Board should address possibly loosening the policy for rental. Interim Director Bonnie Schwanz will provide a copy of the policy to the Board at the COTW meeting this month. Trustee Hinsdale also commented on the asphalt condition in the Library parking lot stating that quotes are needed for sealing.

8. Public Comment--none

9. Executive Session

A. Purpose: discussion of personnel

Motion: “I move the Board go into executive session for the purpose of discussing appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity pursuant to Section 2. (c) (1) of the Illinois Open Meetings Act.”

B. Purpose: discussion of received correspondence

Motion: “I move the Board go into executive session for the purpose of discussing discipline, performance, or removal of the occupant of a public office when the public body is given power to remove the occupant under law or ordinance pursuant to Section 2. (c) (3) of the Illinois Open Meetings Act.”

Roll call vote:

President Donna Malecki made motion to go into both Executive Sessions A & B, Trustee Celestine Reda seconded. 7 ayes: Trustees Cerasuolo, Hinsdale, Kastle, Malecki, Muzal, Levy and Reda

0 nay

Motion carried.

Executive sessions 8:33 P.M. to 9:36 P.M.

11. Adjournment Upon return from Executive Sessions, motion to adjourn the meeting 9:37 P.M. was made by President Donna Malecki. Vice President Phyllis Kastle seconded.

7 ayes, 0 Nay Motion carried.