

## AMENDED MINUTES

### MINUTES OF THE REGULAR MEETING OF THE PRESIDENT AND THE BOARD OF TRUSTEES OF THE WESTCHESTER PUBLIC LIBRARY HELD AT THE HOUR OF 7:00 P.M. ON MONDAY, FEBRUARY 22, 2010, IN THE CONFERENCE ROOM OF THE LIBRARY BUILDING, 10700 CANTERBURY STREET, WESTCHESTER, ILLINOIS

#### 1. PLEDGE OF ALLEGIANCE

The board meeting opened at 7:01 P.M. with the Pledge of Allegiance to the flag.

#### 2. CALL TO ORDER AND ROLL CALL

President Boyle called the meeting to order and upon a roll call of Board of Trustees, the following were:

PRESENT: Jennifer Boyle, Board President; Bill Ernst, Board Vice President; and Trustees Timothy Hinsdale, Patrick Kane and Frank Perry; and Kathy Schultz, Board Secretary; Trustee Donna Malecki, arrived at 7:02 P.M.

ABSENT: None

ALSO PRESENT: John Zimmermann, of the firm of Raysa & Zimmermann, LLC, Library Attorneys; Ruth McCrank, Library Director; and Jim Weigel.

#### 3. PUBLIC COMMENTS

None

#### 4. REVIEW OF MINUTES

##### A. Regular Meeting — January 25, 2010

Trustee Ernst moved to approve the minutes of the January 25, 2010 regular board meeting. Trustee Perry seconded the motion.

Upon a call of the roll the following voted:

Aye: Trustees Ernst, Hinsdale, Kane, Malecki, Perry and Schultz; and President Boyle

Nay: None

President Boyle declared the motion carried and the Minutes of January 25, 2010 approved.

##### B. Special Board Meeting — September 21, 2009

Trustee Kane moved to approve the minutes of the Special Board Meeting held on September 21, 2009. Trustee Schultz seconded the motion.

Upon a call of the roll the following voted:

Aye: Trustees Ernst, Hinsdale, Kane, Malecki, Perry and Schultz; and President Boyle

Nay: None

President Boyle declared the motion carried and the Minutes of September 21, 2009 approved.

## **5. FINANCE AND OPERATIONS COMMITTEE**

### **A. Payment of Bills**

Trustee Kane moved to approve the payment of bills in the amount of \$38,676.32 as of February 22, 2010. Trustee Schultz seconded the motion.

Upon a call of the roll the following voted:

Aye: Trustees Ernst, Hinsdale, Kane, Malecki, Perry and Schultz; and President Boyle

Nay: None

President Boyle declared the motion carried and the bills approved for payment.

### **B. Committee Report**

Trustee Kane announced that the next meeting of the Finance and Operations Committee will be on Wednesday, March 10, 2010 at 6:00 P.M.

- **Proposed FY2010-2011 Budget**

Trustee Kane moved to approve the proposed FY 2010-2011 budget as presented. Trustee Malecki seconded the motion.

Upon a call of the roll the following voted:

Aye: Trustees Ernst, Hinsdale, Kane, Malecki, Perry and Schultz; and President Boyle

Nay: None

President Boyle declared the motion carried and the FY2010-2011 Budget approved.

- **Recording Secretary, Barbara Vandervort**

Trustee Kane moved to approve the retention of Barbara Vandervort as Recording Secretary at \$85 per meeting. Trustee Malecki seconded the motion.

Upon a call of the roll the following voted:

Aye: Trustees Ernst, Kane, Malecki and Schultz; and President Boyle

Nay: Trustees Hinsdale and Perry

President Boyle declared the motion carried.

- Adrian Electric Quote for \$2,550.00

Trustee Kane moved to approve and accept the quote for electrical work, being the installation of 6 hand dryers, received from Adrian Electric for \$2,550.00. Frank Perry seconded the motion.

Upon a call of the roll the following voted:

Aye: Trustees Ernst, Hinsdale, Kane, Malecki, Perry and Schultz; and President Boyle

Nay: None

President Boyle declared the motion carried and the contract awarded. Director McCrank reported that Mr. Adrian had filed for a permit on behalf of the library. The library will pay for the permit fee.

- Lighthouse Technologies Quote for \$5,000.00

Trustee Kane moved to approve and accept the quote for a block of 50 hours time, received from Lighthouse Technologies, for \$5,000.00. Trustee Malecki seconded the motion.

Upon a call of the roll the following voted:

Aye: Trustees Ernst, Hinsdale, Kane, Malecki, Perry and Schultz; and President Boyle

Nay: None

President Boyle declared the motion carried and the contract awarded.

## 6. PLANNING AND POLICY COMMITTEE

### A. Committee Report

Trustee Ernst presented the Policy and Planning Committee Report:

- Policy 8.1 Rental Property Management

Trustee Ernst moved to adopt Policy 8.1. Trustee Perry seconded the motion.

Upon a call of the roll the following voted:

Aye: Trustees Ernst, Hinsdale, Kane, Malecki, Perry and Schultz; and President Boyle

Nay: None

President Boyle declared the motion carried and Policy 8.1 adopted.

- Policy 8.2 Residential Lease Agreements

Trustee Ernst moved to adopt Policy 8.2 as amended. Trustee Kane seconded the motion.

Upon a call of the roll the following voted:

Aye: Trustees Ernst, Hinsdale, Kane, Malecki, Perry and Schultz; and President Boyle

Nay: None

President Boyle declared the motion carried and Policy 8.2 adopted as amended.

- Policy 6.17 Property Accountability

Trustee Ernst moved to amend Policy 6.17. Trustee Perry seconded the motion.

Upon a call of the roll the following voted:

Aye: Trustees Ernst, Hinsdale, Kane, Malecki, Perry and Schultz; and President Boyle

Nay: None

President Boyle declared the motion carried and Policy 6.17 amended.

- Policy 6.18 Work Area Appearance

Trustee Ernst moved to amend the policy. Trustee Malecki seconded the motion.

Upon a call of the roll the following voted:

Aye: Trustees Ernst, Hinsdale, Kane, Malecki, Perry and Schultz; and President Boyle

Nay: None

President Boyle declared the motion carried and Policy 6.18 amended.

- Policy 6.23 Payday

Trustee Ernst moved to amend Policy 6.23. Trustee Kane seconded the motion.

Upon a call of the roll the following voted:

Aye: Trustees Ernst, Hinsdale, Kane, Malecki, Perry and Schultz; and President Boyle

Nay: None

President Boyle declared the motion carried and Policy 6.23 amended.

- Policy 6.26 Personal Telephone Calls

Trustee Ernst moved to amend Policy 6.26. Trustee Malecki seconded the motion.

Upon a call of the roll the following voted:

Aye: Trustees Ernst, Hinsdale, Kane, Malecki, Perry and Schultz; and President Boyle

Nay: None

President Boyle declared the motion carried and Policy 6.26 amended.

- Policy 6.42 Work Schedules

Trustee Ernst moved to amend Policy 6.42. Trustee Malecki seconded the motion.

Upon a call of the roll the following voted:

Aye: Trustees Ernst, Hinsdale, Kane, Malecki, Perry and Schultz; and President Boyle

Nay: None

President Boyle declared the motion carried and Policy 6.42 amended.

- Policy 6.48 School Conference & Activity Leave

Trustee Ernst moved to amend Policy 6.48. Trustee Schultz seconded the motion.

Upon a call of the roll the following voted:

Aye: Trustees Ernst, Hinsdale, Kane, Malecki, Perry and Schultz; and President Boyle

Nay: None

President Boyle declared the motion carried and Policy 6.48 amended.

- Policy 6.76 Standards of Conduct

Trustee Ernst moved to amend Policy 6.76. Trustee Perry seconded the motion.

Upon a call of the roll the following voted:

Aye: Trustees Ernst, Hinsdale, Kane, Malecki, Perry and Schultz; and President Boyle

Nay: None

President Boyle declared the motion carried and Policy 6.76 amended.

- Policy 4.17 Tutor Policy

Trustee Ernst moved to adopt Policy 4.17. Trustee Malecki seconded the motion.

Upon a call of the roll the following voted:

Aye: Trustees Ernst, Hinsdale, Kane, Malecki, Perry and Schultz; and President Boyle

Nay: None

President Boyle declared the motion carried and Policy 4.17 adopted.

Trustee Ernst announced that the next meeting of the Policy and Planning Committee will be on Thursday, March 11, 2010 at 4:30 P.M.

## **7. DIRECTOR'S REPORT**

Trustee Ernst moved to accept the Director's Report. Trustee Perry seconded the motion.

Upon a call of the roll the following voted:

Aye: Trustees Ernst, Hinsdale, Kane, Malecki, Perry and Schultz; and President Boyle

Nay: None

President Boyle declared the motion carried.

## **8. NEW BUSINESS**

President Boyle announced that the next regular board meeting is scheduled to be held on Monday, March 22, 2010 at 7:00 P.M. in the conference room of the library.

### **A. Conduct of Board Members**

Trustee Schultz made the motion to admonish Trustee Timothy Hinsdale for his actions and statements to Trustee William Ernst on January 25, 2010 within the Westchester Public Library building in that such behavior constituted improper conduct and a lack of civility and reflects unfavorably on the Westchester Public Library. Trustee Kane seconded the motion. Discussion ensued.

Upon a call of the roll the following voted:

Aye: Trustees Ernst, Kane, Malecki, Schultz; and President Boyle

Nay: Trustees Hinsdale and Perry

President Boyle declared the motion carried.

### **B. FOIA and OMA Officer designation**

Trustee Ernst made the motion to designate Director McCrank as the Library FOIA Officer and in her absence Assistant Director, Bonnie Schwanz. Trustee Kane seconded the motion.

Upon a call of the roll the following voted:

Aye: Trustees Ernst, Kane, Malecki, Perry and Schultz; and President Boyle  
Nay: Trustee Hinsdale

President Boyle declared the motion carried.

Trustee Ernst moved to designate the full Library Board and Director McCrank to receive OMA training. Trustee Kane seconded the motion.

Upon a call of the roll the following voted:

Aye: Trustees Ernst, Kane, Malecki, Perry and Schultz; and President Boyle  
Nay: Trustee Hinsdale

President Boyle declared the motion carried.

C. Trustee/Director Forum: Exploring the Library Board & Director Relationship Report

Trustee Hinsdale reported on the MLS Trustee/Director Forum he had attended and felt it was worthwhile attending.

D. Community Board Meeting Report

President Boyle reported on the Community Board Meeting. A Village newspaper as an option to individual newsletters was discussed with ads to defray the costs.

E. Legislative Breakfast Report

Trustee Ernst reported on the MLS Legislative Breakfast he and Trustee Hinsdale had attended. Only 2 legislators were in attendance. They addressed restoration of library funding, tax increase and tax reform.

F. Board Strategic Plan Workshop

President Boyle distributed the agenda for the Library Board Strategic Plan workshop scheduled for Saturday February 27, 2010, 8:30 a.m.

## 9. BOARD MEMBER COMMENTS

Trustee Ernst discussed Mike Gobber's reports on the library rental property stating that the west house outside storm door needs replacing. He had two quotes for the work. The Director stated that she will hire Chuck Franklin for repairs and installation for an amount not to exceed \$270.00. This action will be placed on the agenda for ratification at the Library Board meeting March 22, 2010.

Trustee Kane reported on the St. Joseph High School student presentation on their guest speaker, Storm Chaser Reed Timmer, coming to address the Westchester school children and public address Friday, March 12, 2010. They were seeking donations toward his honorarium and travel expenses. The committee encouraged trustees to consider making individual donations and

sending checks to Dr. Jean Sophie, Westchester Public Schools, 9981 Canterbury St. Westchester.

Trustee Hinsdale introduced individuals in the audience: Luigi Mazzei, Joe Christopher, Don Sloan and Dave Galandic and then discussed his Catholic beliefs in light of the reprimand he received earlier in this meeting and admonished the rest of the Board for that action.

Trustee Perry asked for two draft policies to be placed on the agenda of the Policy Committee's next meeting.

President Boyle said she hopes our Saturday meeting will move us forward.

## 10. ADJOURNMENT

Trustee Ernst moved to adjourn the regular board meeting at 8:30 P.M. Trustee Perry seconded. Motion carried, 7 ayes, 0 nays.

  
Secretary