

**WESTCHESTER PUBLIC LIBRARY
REGULAR LIBRARY BOARD MEETING
Monday January 22, 2007
7:15pm**

MEMBERS PRESENT: Jennifer Boyle, Eleanor Cerven, Mike DeSena, Patrick Kane, Bill Ernst, Kathy Schultz, Herb Kalinsky

MEMBERS ABSENT: None

ALSO PRESENT: Mike Gobber, Len Weigel, Ruth McCrank

1. Call to Order and Roll Call

2. Pledge of Allegiance

3. Public Comments: Jennifer Boyle invited Mike Gobber to address the Board at this time.

Library House Property Management- Mike Gobber of Gobber Real Estate made a presentation to the Board concerning his property management agreement and handed out copies of the lease agreement and property management agreement. Mike also gave us a brief history of our rental opportunity. Our attorney, Bill Raysa has received copies of the Gobber property management agreement, lease, and all other correspondence.

Mike provided additional information to the board, in response to Bill Raysa's email comments regarding the lease agreement between Dorothy Levenson (renter) and Gobber property management services. Mike's responses to Bill Raysa's questions/comments are listed below:

Rent Payment: Although the beginning term of lease is January 23, 2007, rent payment is due on the first of each month. Billing at Gobber Property Management is based on the first date of every month. A late fee will apply to any rent payment made after the first day of the month

Maintenance and Repair: Gobber Property Management will address any necessary repair required without board approval, under \$500. Any repair cost over \$500 will require board approval.

The Lease agreement currently lists Jennifer Boyle, Library Board President and Gobber Real Estate as the lessors. Jennifer Boyle's name will be removed from the lease. Bill Raysa noted that if Gobber Real Estate decides to execute the lease, there is no need for additional signatures of lessors to be included in the lease.

Fee for property management services by Gobber Real Estate will be one month's rent for the property, which is \$3,000.

Mike Gobber signed the Property Management Contract, authorizing Gobber Property Management to execute the management of the Library house, located at 10726 Canterbury. Finalization of contract pending Bill Raysa's final review. Mike Gobber agreed to allow Bill Raysa to make any contract modifications, except the commission amount.

Motion: Herb Kalinsky made a motion to authorize Dorothy Levenson as the new tenant at the Library House. Bill Ernst Seconded.

Motion Amended: Bill Ernst amended the motion and noted that the Library Board should be the sole authorizing body on any tenant occupancy of the Library house. Eleanor Cerven seconded. All Ayes. No Nays. All Present.

4. Review of Minutes: Regular Meeting—December 18, 2006

Motion: Herb Kalinsky made a motion to approve the minutes of the December meeting. Eleanor Cerven seconded. All Ayes. No Nays. All present.

5. Finance and Operations Committee

a. Payment of Bills

Motion: Herb Kalinsky made a motion to approve payment of bills in the amount of \$28,809.23. Mike DeSena seconded. All ayes. No Nays. All present.

b. Library Insurance

Jennifer Boyle said Bruce Horek of State Farm Insurance provided insurance estimates which were a little higher than Hartford's estimates. The Library's current Hartford Insurance policy does not come up for renewal until October 31st. Jennifer asked why the board couldn't wait until fall of 2007 to act on this proposal. Len Weigel

said the library does not know of any insurance credit or refund until October. Jennifer asked to table the decision on changing insurance companies until August/ September of 2007 closer to the policies' expiration dates.

Motion: Herb Kalinsky made the motion to table. Bill Ernst seconded. All ayes. No Nays. All present.

c. Property Management

Motion: Bill Ernst made a motion to approve Gobber Real Estate as property management agency for the library house. Final acceptance on activation of services pending Bill Raysa's review for comments/modifications. Eleanor Cerven seconded. All ayes. No nays. All present.

Motion: Herb Kalinsky made a motion to accept the lease agreement with Dorothy Levenson as the leasee. Bill Ernst seconded. All ayes. No nays. All present.

d. Library Board Member Insurance

Jennifer Boyle said the library's Director and Officers Insurance policy expires on February 8th. Finance meeting date needs to be set to review comparative proposals before February 8th

DATE OF NEXT FINANCE COMMITTEE MEETING: Saturday, February 3rd

6. Planning and Policy Committee

- a. Meeting to be set at later date.

7. Director's Report

Motion: Herb Kalinsky made a motion to accept the director's report. Bill Ernst seconded. All ayes. No nays. All present.

Bill asked how often the emergency lights and batteries checked/tested. Ruth McCrank said the batteries are tested annually in September and whenever Jim Panelli replaces a light bulb in the unit. Annual inspection was delayed because of Jim's medical leave.

8. New Business

a. Ad Hoc Committee appointments for Property Management.

Eleanor Cerven, Bill Ernst, and Herb Kalinsky all volunteered to serve on the committee.

b. Ad Hoc Committee appointments for Illinois Standards Review

Herb Kalinsky and Kathy Schultz volunteered to serve on the committee.

c. READ posters progress report—Jennifer

Jennifer reported she has asked members of the Westchester Gardens and Westchester Community Image Council to be showcased on the new READ posters, after May 1st. Top honors students at Westchester Middle, Elementary, Divine Infant, and Divine Providence schools will also be asked to participate.

d. Chamber Installation Dinner Attendance

Ruth McCrank asked that members who wish to attend the dinner event notify her as soon as possible

9. Correspondence:

10. Board Member Comments:

Library Patron Security—Ruth McCrank reported she is currently working with Joe Manna and Steve Blazek, both Westchester Police Officers, to address intermittent problems with several youth patrons during after school hours. Mike DeSena and Herb Kalinsky both asked about the possibility of the library installing a paid off-duty officer to provide additional supervisory assistance during after school hours.

NightOwl Service—Bill Ernst said the library's NightOwl after hours service was not functioning properly. He noticed several deficiencies with the system, such as not being able to understand the representative fielding calls. Ruth McCrank said she will contact NightOwl service representatives and respond to the board with further information.

11. Adjournment

President

Secretary