

**WESTCHESTER PUBLIC LIBRARY  
REGULAR MEETING OF THE LIBRARY BOARD  
JANUARY 25, 2010**

**MEMBERS PRESENT:** Jennifer Boyle, Board President; Bill Ernst, Board Vice President; Timothy Hinsdale; Donna Malecki; Frank Perry; Kathy Schultz, Board Secretary

**MEMBER EXCUSED ABSENCE:** Patrick Kane

**ALSO PRESENT:** William Raysa, Board Attorney; Ruth McCrank, Library Director; Len Weigel, Treasurer; Jim Weigel; Barb Vandervort, Recording Secretary

**CALL TO ORDER AND ROLL CALL:** The board meeting opened at 7:00 P.M. with the Pledge of Allegiance to the flag. Mrs. Boyle called the meeting to order in the conference room of the library and conducted a roll call of trustees.

**PUBLIC COMMENTS:** None

**GUEST SPEAKER: WILLIAM RAYSA**

Mr. William Raysa provided information ( major changes have occurred) and handouts concerning the Open Meetings Act(OMA) and Freedom of Information Act (FOIA). Mr. Hinsdale asked four questions of Mr. Raysa concerning the OMA and FOIA.

**REVIEW OF MINUTES:** Mr. Ernst made a motion to approve the minutes of the December 14, 2009 regular board meeting with one correction under Board Member Comments: Mr. Hinsdale added the words after ” becoming a library district, including” “ giving the library the option to merge with other library districts”. Mr. Perry seconded. Motion carried, 6 ayes, 0 nays, 1 absent.

Mr. Ernst asked for a motion for the Special Board Meeting on December 17, 2009. Mr. Hinsdale made a motion to approve the minutes of the Special Board Meeting on December 17, 2009. Ms. Malecki seconded. Motion carried, 6 ayes, 0 nays, 1 absent.

**FINANCE AND OPERATIONS COMMITTEE:**

- Mrs. Schultz made a motion to approve the payment of bills in the amount of \$41,486.72 as of January 25, 2010. Mr. Hinsdale seconded. Motion carried, 6 ayes, 0 nays, 1 absent.
- The next meeting of the Finance and Operations Committee will be on Tuesday, February 16, 2010 at 5:45 P.M. Patrick Kane, Chair, will confirm date and time.
- Mrs. Schultz presented the information from Eagle Eye Surveillance Chicago for 5 cameras to be installed on the upper level floor of the library and asked for a motion to approve. Mr. Hinsdale made a motion to approve the surveillance camera quote. Ms. Malecki seconded. Motion carried, 6 ayes, 0 nays, 1 absent.
- Mrs. Schultz presented the proposal for surface-mounted automatic hand dryers from Adrian Electric, which is just for the electrical work. Mr. Hinsdale suggested that Mrs. McCrank obtain another proposal concerning the electrical work to install the hand dryers.

Mrs. Schultz stated that the library board should wait until next month for a vote concerning the hand dryers, since this proposal is not ready to be voted on.

### **POLICY AND PLANNING COMMITTEE:**

Mr. Ernst presented the Policy and Planning Committee Report:

- Policy 2.4.1 Library Documents (FOIA) - Mr. Ernst made a motion to accept the amended policy. Mr. Hinsdale seconded. Motion carried, 6 ayes, 0 nays, 1 absent.
- FOIA directory documents :
  1. Organization chart
  2. Directory, Policy and Procedures
  3. FOIA Request Form
  4. Sample letter for extending time for disclosure
  5. Sample denial letter

Mr. Ernst made a motion to accept the FOIA directory documents. Mrs. Schultz seconded. Motion carried, 6 ayes, 0 nays, 1 absent.

- 3.1 Literature Display and Distribution - Mr. Hinsdale made a motion to accept the amended policy. Ms. Malecki seconded. Motion carried, 6 ayes, 0 nays, 1 absent.
- 4.1 Computer and Internet Access Policy – Mr. Ernst made a motion to accept the amended policy. Mr. Hinsdale questioned the last line of the first paragraph on this policy and wanted it changed to be more specific. The other board members chose to leave the line as is. Ms. Malecki seconded. Motion carried, 5 ayes, 1 nay, 1 absent.
- 4.16 Surveillance Security Cameras – Mr. Ernst made a motion to adopt the policy. Mr. Hinsdale questioned the example (restrooms) at the end of paragraph 3. The policy was amended to eliminate any examples. Mr. Perry seconded. Motion carried, 6 ayes, 0 nays, 1 absent.
- 5.1 Purchasing – Mr. Ernst made a motion to accept the amended policy. Mr. Hinsdale questioned the wording, saying it should state that the best value is not necessarily the lowest possible cost. Mr. Hinsdale suggested the wording be changed in the last sentence of paragraph 3 from bids to quotes and proposals. The other board members chose to leave the wording as is. Mr. Hinsdale also made a suggestion that the sentence “**The Board reserves the right to refuse any and all bids.**” becomes a paragraph by itself after the last paragraph. The other board members agreed. Ms. Malecki seconded. Motion carried, 6 ayes, 0 nays, 1 absent.
- Appendix AF Procedure for Board Member Use of Copier & Printer Services - Mr. Hinsdale said the board should not be voting on a procedure, thus this was not voted on.
- The next meeting for the Policy and Planning Committee will be on Wednesday, February 10, 2010 at 4:00 P.M.

### **DIRECTOR’S REPORT:**

- Mr. Ernst made a motion to accept the Director’s Report. Ms. Malecki seconded. Motion carried, 6 ayes, 0 nays, 1 absent. Mrs. McCrank had one addition to the report, stating that 1/3 of tax money was released to the State’s library systems, including MLS.

### **NEW BUSINESS:**

- The next regular board meeting will be on Monday, February 22, 2010 at 7:00 P.M. in the conference room of the library.
- The Community Board Meeting will be on January 28, 2010 in the Middle School Café.

- FOIA and Open Meeting Training will be on January 30, 2010 at Prairie Trails Place.
- The Westchester Chamber Banquet will be on Saturday, January 30, 2010.
- On February 5, 2010 there will be an all Staff In-Service. The library will be closed until 12 noon.
- The Staff holiday dinner will be on February 21, 2010.
- A strategic planning work session will be held on Saturday, February 27, 2010 in the library conference room.
- Mr. Hinsdale recommended a change in Section 5 of the WPL Trustee Handbook. He suggested that a spouse/significant other pay their own way if going to the Chamber Dinner, rather than the library paying for their ticket. If the Board agreed to this change, this practice could start next year. The review of this document was forwarded to the Policy Committee.
- Mr. Hinsdale recommended having Kelly Zabinski speak at a board meeting with a financial reporting presentation similar to what she presented at ILA.
- A senior citizen group would like to use the Community Room for their meetings. On Wednesday, January 13, 2010 Mr. Hinsdale represented Proviso Township at a senior meeting, with his handyman services.

**BOARD MEMBER COMMENTS:**

Mr. Hinsdale made a comment concerning something that was said at the November 2009 board meeting: Mr. Len Weigel gave the board information on interest rates and money markets and stated that this info should be just for board members.

This comment was not to Mr. Hinsdale's liking, as he feels everything said at a board meeting should be printed for the public to read.

**ADJOURNMENT:** Mr. Ernst made a motion to adjourn the regular board meeting at 8:30 P.M. Ms. Malecki seconded. Motion carried, 6 ayes, 0 nays, 1 absent.

---

President

---

Secretary