

**WESTCHESTER PUBLIC LIBRARY
REGULAR MEETING OF THE LIBRARY BOARD
JULY 27, 2009**

MEMBERS PRESENT: Jennifer Boyle, Board President; Bill Ernst, Board Vice President; Timothy Hinsdale; Patrick Kane; Donna Malecki; Frank Perry

MEMBER EXCUSED ABSENCE: Kathy Schultz

ALSO PRESENT: 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

REVIEW OF MINUTES: Mr. Ernst made a motion to approve the minutes of the June 22, 2009 regular board meeting. Mr. Perry seconded. Motion carried, 6 ayes, 0 nays, 1 absent.

FINANCE AND OPERATIONS COMMITTEE:

- Mr. Kane made a motion to approve the payment of bills in the amount of \$41,581.84 as of July 27, 2009. Mr. Ernst seconded. Motion carried, 6 ayes, 0 nays, 1 absent.
- Mr. Weigel informed the board that the budget analysis is for the 1st quarter of 2009.
- Mr. Kane explained the Finance and Operations Committee Report to the board. A detailed list of *Accountant's Responsibilities* was included in the 2009-10 Budget. Mr. Hinsdale made a motion to accept the budget report. Ms. Malecki seconded. Motion carried, 6 ayes, 0 nays, 1 absent.

PLANNING AND POLICY COMMITTEE: Mr. Ernst presented the Committee report to the board members with the following policy changes:

- Policy 5.1 Purchasing – Mr. Ernst made a motion to reaffirm Policy 5.1. Mr. Perry seconded. Motion carried, 6 ayes, 0 nays, 1 absent.
- Policy 5.2 Credit Card Use – Mr. Ernst made a motion to reaffirm Policy 5.2. Mr. Kane seconded. Motion carried, 6 ayes, 0 nays, 1 absent.
- Policy 5.3 Operating Budget – Mr. Ernst made a motion to reaffirm Policy 5.3. Ms. Malecki seconded. Motion carried, 6 ayes, 0 nays, 1 absent.
- Policy 5.4 Working Capital Reserves – Mr. Ernst made a motion to reaffirm Policy 5.4. Mr. Kane seconded. Motion carried, 6 ayes, 0 nays, 1 absent.
- Policy 5.5 Accounting – Mr. Ernst made a motion to reaffirm Policy 5.5. Ms. Malecki seconded. Motion carried, 6 ayes, 0 nays, 1 absent.
- Policy 5.7 Signing Checks – Mr. Ernst made a motion to reaffirm Policy 5.7. Mr. Kane seconded. Motion carried, 6 ayes, 0 nays, 1 absent.
- Policy 5.8 Library Director Limitation – Mr. Ernst made a motion to reaffirm Policy 5.8. Mr. Kane seconded. Motion carried, 6 ayes, 0 nays, 1 absent.
- Policy 5.10 Delegation of Spending Authority – Mr. Ernst made a motion to reaffirm Policy 5.10. Ms. Malecki seconded. Motion carried, 6 ayes, 0 nays, 1 absent.
- Policy 5.11 Insurance/Bonding Protection of Westchester Public Library – Mr. Ernst made a motion to reaffirm Policy 5.11. Mr. Perry seconded. Motion carried, 6 ayes, 0 nays, 1 absent.

- Policy 5.12 Collection Agency – Mr. Ernst made a motion to reaffirm Policy 5.12. Mr. Kane seconded. Motion carried, 6 ayes, 0 nays, 1 absent.
- Policy 5.6 Financial Reports and Audits – Mr. Ernst made a motion to amend Policy 5.6. Mr. Kane seconded. Motion carried, 6 ayes, 0 nays, 1 absent.
- Policy 5.14 Investment of Public Funds – Mr. Ernst made a motion to accept the new Policy 5.14 with one correction, eliminating #235. Mr. Perry seconded. Motion carried, 6 ayes, 0 nays, 1 absent.
- Policy 6.13 Family Medical Leave Act – Mr. Ernst made a motion to accept the revised Policy 6.13. Mr. Kane seconded. Motion carried, 6 ayes, 0 nays, 1 absent.

DIRECTOR’S REPORT: Mr. Ernst made a motion to accept the Director’s Report. Mr. Kane seconded. Motion carried, 6 ayes, 0 nays, 1 absent.

NEW BUSINESS:

- The next regular board meeting will be on Monday, August 24, 2009 at 7:00 P.M. in the conference room of the library.
- On August 7, 2009 there will be an All-staff inservice. The library will be closed until 12 noon.
- On August 20, 2009 there will be an end of summer reading club program presented by Cooper, Nelson & Easley at 7:00 P.M.
- The library will be closed for Labor Day on Monday, September 7, 2009.
- Winter hours resume on Tuesday, September 8, 2009.
- On Monday, August 10, 2009, the Finance Committee will have a meeting at 6:30 P.M.
- On Wednesday, August 12, 2009, the Policy Committee will have a meeting at 4:00 P.M.
- Two handouts were given to each board member to go over for the August Board Meeting.
- Mr. Kane gave a wrap-up on the 4th of July parade.
- The traveling *VIETNAM WALL* will be in Westchester’s Mayfair Park from November 5th thru 9th, 2009. Vietnam memorabilia and items from the library collection will be in the display case of the library. On November 5th, the library will present a program featuring Roger Mattingly who was an Army public relations photographer in Vietnam. He will present photographs and speak about his experience.
- Mr. Hinsdale will be a representative of the library board for the Village 2010 Census committee.
- All information for the Directory of Elected Officials needed to be e-mailed by Friday, July 24, 2009 by 5:00 P.M.

CORRESPONDENCE: Two letters were received by Mrs. McCrank,: the first, thanking her for the library staff’s help with technology for the presenters conducting hospice training and the other for the seminar on buying a house.

BOARD MEMBER COMMENTS: Mr. Hinsdale commented on the mulching around the trees by the library.

ADJOURNMENT: Mr. Hinsdale made a motion to adjourn the regular board meeting at 7:40 P.M. Mr. Perry seconded. Motion carried, 6 ayes, 0 nays, 1 absent.

President

Secretary

