

**WESTCHESTER PUBLIC LIBRARY
REGULAR MEETING OF THE LIBRARY BOARD
OCTOBER 26, 2009**

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

MEMBERS ABSENT: None

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 7:09 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. Kane made a motion to approve the minutes of the September 28, 2009 regular board meeting with an amendment to the minutes under Finance and Operations. Mr. Ernst seconded. Motion carried, 7 ayes, 0 nays, 0 absent.

FINANCE AND OPERATIONS COMMITTEE:

- Mr. Kane made a motion to approve the payment of bills in the amount of \$21,585.42 as of October 26, 2009. Mrs. Schultz seconded. Motion carried, 7 ayes, 0 nays, 0 absent.
- The next meeting for the Finance and Operations Committee will be on Monday, November 9, 2009 at 6:30 P.M.
- Mr. Kane presented the Finance and Operations Committee Report. The following items were discussed:
 1. SEPS, Inc. – Mrs. McCrank is working with them regarding the need for a power source in the event of a power outage at the library.
 2. The use of appropriate IRS forms for contracted services was discussed.
 3. The Finance committee recommends the board approve a 2 year contract for 2009 and 2010 with BJ Landscaping as the vendor for snow removal and salting the parking lot. Mr. Kane made a motion to approve the contract. Mr. Ernst seconded. Motion carried, 7 ayes, 0 nays, 0 absent.
 4. The Finance committee recommends the board approve retention of financial services provided by WBS, Inc for 2009-2010. Mr. Kane made a motion to table this motion.
 - a. Mr. Weigel discussed laddering with CD's for the library investments.
 - b. At the next meeting, Mr. Weigel will report on investments from two other banks.
 - c. Mr. Hinsdale prompted a discussion on Mr. Len Weigel's hours as an accountant for the library.

- Mr. Kane made a motion recommending the board approve retention of Lighthouse Technologies for IT services at the library and for approving the 2009-2010 quarterly billing cycle to be changed to Nov-Jan, Feb-Apr, May-Jul, and Aug-Oct, and accommodate this change by paying October 2009 as a single month. Mrs. Schultz seconded. Motion carried, 7 ayes, 0 nays, 0 absent.

PLANNING AND POLICY COMMITTEE: None

DIRECTOR'S REPORT: Mr. Ernst made a motion to accept the Director's Report with one added paragraph. Ms. Malecki seconded. Motion carried, 7 ayes, 0 nays, 0 absent.

NEW BUSINESS:

- The next regular board meeting will be on Monday, November 23, 2009 at 7:00 P.M. in the conference room of the library.
- The Vietnam Program will be on Thursday, November 5, 2009.
- On Friday, November 6, 2009, there will be an All Staff In-service and the library will be closed until 12 Noon.
- The library will be closed on Thursday, November 26, 2009 for Thanksgiving.
- Mrs. McCrank answered questions on the 2010 Per Capita Grant Application. The date the Library Board reviewed the *Administrative Ready Reference* was September 28, 2009. Mr. Kane made a motion to approve the per capita grant application. Mr. Perry seconded. Motion carried, 7 ayes, 0 nays, 0 absent.
- Jim Weigel asked to defer his report regarding *Purchasing Decisions at the Library* until further notice.
- The Westchester Library Board *Commitment To Serve* form was reviewed by Mr. Hinsdale.

BOARD MEMBER COMMENTS:

- Ms. Malecki suggested that the library investigate purchasing a machine that cleans and repairs tapes and discs.
- The debt disclosure form is taken care of by the village.
- Mr. Hinsdale said the library staff came up with six good suggestions for the village census committee.
- Reminder that the Vietnam Wall volunteers will meet on Wednesday, November 4, 2009 at 6:30 P.M. Also, the Chamber Christmas party is Tuesday, December 1, 2009.

ADJOURNMENT: Mr. Ernst made a motion to adjourn the regular board meeting at 7:55 P.M. Mr. Perry seconded. Motion carried, 7 ayes, 0 nays, 0 absent.

President

Secretary