

**WESTCHESTER PUBLIC LIBRARY
REGULAR MEETING OF THE LIBRARY BOARD
DECEMBER 17, 2007**

MEMBERS PRESENT: Jennifer Boyle, Board President; Eleanor Cerven; Mike DeSena; Bill Ernst; Herb Kalinsky, Board Vice President; Patrick Kane; Kathy Schultz, Board Secretary

MEMBERS ABSENT: None

ALSO PRESENT: Bonnie Schwanz, Asst. Library Director; Len Weigel, Treasurer; Barb Vandervort, Recording Secretary

CALL TO ORDER AND ROLL CALL: The board meeting opened at 7:15 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.

REVIEW OF MINUTES: Mr. Kalinsky made a motion to approve the minutes of the November 26, 2007 regular board meeting. Mr. Ernst seconded. Motion carried, 7 ayes, 0 nays, 0 absent.

FINANCE AND OPERATIONS COMMITTEE:

- Mrs. Cerven made a motion to approve the payment of bills in the amount of \$22,044.74 as of December 17, 2007. Mr. DeSena seconded. Motion carried, 7 ayes, 0 nays, 0 absent.
- Mr. Weigel gave the board a copy of the annual report on the real estate property owned by the library.

PLANNING AND POLICY COMMITTEE:

A. Employee Handbook: Section V Discipline and Performance:

- Mr. Kalinsky made a motion to reaffirm Policy 6.1 Performance Reviews. Mr. Kane seconded.
- Mr. Kalinsky made a motion to reaffirm Policy 6.75 Discipline Philosophy. Mr. Kane seconded.
- Mr. Kalinsky made a motion to reaffirm Policy 6.78 Abandonment of Job. Mr. Kane seconded.
Motion carried for 3 Policies, 7 ayes, 0 nays, 0 absent.
- Mr. Kalinsky made a motion to accept the new Policy 6.76 Standards of Conduct. Mr. Kane seconded.
- Mr. Kalinsky made a motion to accept the new Policy 6.77 Oral and Written Warnings. Mr. Kane seconded.
- Mr. Kalinsky made a motion to accept the new Policy 6.79 Disciplinary Probation. Mr. Kane seconded.
- Mr. Kalinsky made a motion to accept the new Policy 6.80 Dismissal. Mr. Kane seconded.
- Mr. Kalinsky made a motion to accept the new Policy 6.81 Firearms and Weapons. Mr. Kane seconded.
- Mr. Kalinsky made a motion to accept the new Policy 6.82 Resignation. Mr. Kane seconded.
- Mr. Kalinsky made a motion to accept the new Policy 6.83 Exit Interview.

Mr. Kane seconded.

Motion carried for 7 New Policies, 7 ayes, 0 nays, 0 absent.

- Mr. Kalinsky made a motion to accept the New: Conduct Statement Form. Mr. Kane seconded.
- Mr. Kalinsky made a motion to accept the New: Employee Warning Notice. Mr. Kane seconded.
- Mr. Kalinsky made a motion to accept the New: Employee Plan of Improvement. Mr. Kane seconded.
- Mr. Kalinsky made a motion to accept the Revised: Exit Interview Checklist. Mr. Kane seconded.
- Mr. Kalinsky made a motion to accept the Revised: Letter of Offer Sample. Mr. Kane seconded.
- Mr. Kalinsky made a motion to accept the Revised: Acknowledgement of Receipt. Mr. Kane seconded.

Motion carried for 3 New Statements and 3 Revised Statements, 7 ayes, 0 nays, 0 absent.

DIRECTOR'S REPORT: Mr. Kalinsky made a motion to accept the Director's Report. Mrs. Cerven seconded. Motion carried, 7 ayes, 0 nays, 0 absent.

NEW BUSINESS:

- The library will be closed for the Christmas Holidays on December 24 & 25, 2007.
- The next regular Board Meeting will be on Monday, January 28, 2008 at 7:15 P.M.
- The Chamber Installation Dinner will be on January 26, 2008.
- On Saturday, February 9, 2008 there will be a Staff Holiday Dinner at the Library.
- The MLS Legislative Breakfast will be on February 18, 2008.

EXECUTIVE SESSION: Mr. Kalinsky made a motion at 7:32 P.M. for the library board to go into executive session for the purpose of discussing the library director's annual review pursuant to Section 2.(c)(1) of the Illinois Open Meetings Act. Mr. Kalinsky made a motion to close the executive session at 7:56 P.M. Mrs. Cerven seconded. Motion carried, 7 ayes, 0 nays, 0 absent.

CORRESPONDENCE: The Westchester Public Library Board received three items of correspondence:

1. A thank you card from the family of Frank Cerven.
2. A note from Jack Norton, Deputy Village Manager, concerning the library's meeting room policy.
3. A note from Donna Poppe thanking the library for promoting the tote bags.

ADJOURNMENT: Mr. Kalinsky made a motion to adjourn the regular board meeting at 7:56 P.M. Mr. DeSena seconded. Motion carried.

President

Secretary