



# WEST CHICAGO PUBLIC LIBRARY DISTRICT

Board of Library Trustees  
Policy Meeting  
March 8, 2018  
6:00 p.m. – 7:30 p.m.  
Study Room 2 – Second Floor

## MINUTES

**1. Call to Order**

**Frank Fokta, Chairman**

*The meeting was called to order by Chairman Fokta at 6:00 p.m.*

**2. Roll Call**

*Present: Frank Fokta, Chair; Patricia Weninger, Committee Member; Nancy Conradt, Ex Officio; Benjamin Weseloh, Library Director*

*Absent: David Reynolds, Sr., Committee Member*

**3. Approval of the Minutes of January 11, 2018**

**ATTACHMENT**

*Patricia Weninger moved to accept the minutes of January 11, 2018, seconded by Nancy Conradt. The minutes were accepted unanimously as presented.*

**4. Recognition of the Public**

*No public was present.*

**5. Public Comment (Limited to 3 minutes)**

*No public comments were made.*

**6. Agenda – Additions / Deletions**

*No additions or deletions were made to the agenda.*

**7. Unfinished Business**

*There was no unfinished business to conduct.*

**8. New Business**

**A) Purchasing Policy (Bids / Quotations)**

*Following a short description by Library Director Weseloh of the current changes to the Purchasing Policy (Bids / Quotations), Patricia Weninger moved to accept the Purchasing Policy, seconded by Nancy Conradt. Discussion of the policy ensued and the following changes were recommended: on line 145 add the phrase, "upon the Library Director's request." following the word "approval". Also on lines 145 and 146, add a period after the word "proposals" and strike "for each such expenditure." The committee members also requested that Director Weseloh contact the Library's attorney and determine whether section "IV. C" is actually necessary because it seems that it is exempt under section "II. G." Ben will obtain the attorney's opinion and report back at the March Board Meeting. The Purchasing Policy was unanimously approved as amended.*

**9. Recommendations**

**A) The Policy Committee makes the following recommendations to the Board of Library Trustees for its March 26, 2018 meeting:**

- 1) *Purchasing Policy as amended.*

**10. Adjournment**

*The meeting was adjourned at 6:24 p.m.*

**Frank Fokta, Chairman**

Committee: Fokta, Reynolds, Weninger; Ex Officio: Conradt