

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE WESTCHESTER PUBLIC LIBRARY, WESTCHESTER, ILLINOIS, HELD IN THE COMMUNITY ROOM OF THE WESTCHESTER PUBLIC LIBRARY, 10700 CANTERBURY STREET AT 7:00 PM ON MONDAY, MARCH 9, 2020 (rescheduled from Feb. 24, 2020)

1. Pledge of Allegiance

2. Call to Order and Roll Call – Meeting was called to order at 7:09 PM by President Demitrus Evans. Present were President Demitrus Evans, Treasurer Fred Poppe, Trustee Shannon Flint, Trustee Suzanna Carbrey and Trustee John Lamberti. Trustee Jenice Hampton arrived at 7:13 PM and Vice President Elizabeth Hunter arrived at 7:16 PM. Also present were Director Fidencio Marbella, Assistant Director Bonnie Schwanz and Business Manager Allison Muzal.

3. Public Comment – No public comment.

4. Review of Minutes

- A.** Regular Meeting, January 24, 2020 – Trustee Lamberti motioned to accept the minutes as presented, seconded by Trustee Flint, 7 ayes, 0 nays, motion carried.
- B.** COTW Meeting, February 10, 2020 – Trustee Hampton motioned to accept the minutes as presented, seconded by Trustee Lamberti, 7 ayes, 0 nays, motion carried.

5. New Business

A. Payment of Bills – Director Marbella highlighted the following expenses:

- \$12,400 to Seal Tight Exteriors was the final payment for the cedar shake replacement project.
- Sikich was paid \$8,810 for performing last fiscal year’s audit.
- \$400,000 was transferred into Inland from BMO Harris as we began closing our BMO accounts.

Trustee Lamberti asked about the payment to Versatile – this is our IT consultant who handles all of our computer issues. Trustee Hampton asked what the \$100.00 was to Suga-Bear Crafting. Director Marbella could not recall what program that was for - Motion for approving the payment of bills in the amount of \$440,802.39 was made by President Evans, seconded by Trustee Hampton, 7 ayes, 0 nays, motion carried.

B. Report to the Treasurer –

Business Manager Muzal reported that we are nine months through the fiscal year and that total spending is slightly below budget at 71.7%. The library continues to maintain sufficient reserves to cover over six months of operating expenses. President Evans motioned to accept the Report to the Treasurer, seconded by Treasurer Poppe, 7 ayes, 0 nays, motion carried.

C. Reaffirm Policies 6.78 Abandonment of Job, 6.80 Staff Corrective Action, 6.82 Resignation, 6.83 Exit Interview and 6.84 Identity Protection – Trustee Lamberti motioned to reaffirm these policies, seconded by Trustee Flint, 7 ayes, 0 nays, motion carried. After the vote, Trustee Hampton questioned whether giving a two week notice should be a policy since it is not enforceable. Director Marbella will see if the two week policy can be included within another policy as a recommendation.

D. Amendment to the Board Bylaws to Address State Law Changes Regarding Sexual Harassment – Trustee Flint questioned the order in the policy that lists referring a complaint to an independent attorney or a qualified consultant. President Evans thought this could be tabled. Trustee Hampton motioned to approve this amendment to the board bylaws, seconded by Treasurer Poppe, 4 ayes, 2 nays, 1 abstained, motion carried.

E. FY 2020-2021 Budget - Business manager Muzal said that the only change made to the budget since it was last discussed was to reduce the amount in the consulting line item and increase the payroll

line item since Director Marbella should be able to rewrite the job descriptions and won't have to bring in a consultant to do this. The board tabled approving the budget for further discussion.

6. Director's Report

- Jay Shefsky from PBS and graphic novelist Lucy Knisley agreed to hold programs at our library.
 - Youth outreach efforts have been paying off as they've recently visited or will be visiting WPS, WIS, PMSA and St. Joe's.
 - Two new staff members have been brought on to replace two others who recently resigned.
 - The Circulation desk replacement is complete and the carpet square issues have been resolved.
- President Evans motioned to accept the Director's Report, seconded by Trustee Lamberti, 7 ayes, 0 nays, motion carried.

7. Unfinished Business

Director Marbella notified the board that Laconi will be having a trustee brunch at the Carleton in Oak Park this year rather than a dinner. He will send the invitation to the board.

- 8. Board Member Comment** – Trustee Hampton asked if there has been any response from the public regarding the Corona virus. Director Marbella mentioned one patron who did not attend a recent Adult program because of fears of the virus.
- Director Marbella and the board also discussed what services the library can still provide in case libraries were forced to close. Treasurer Poppe suggested we have the means to continue paying staff in the event of a closure but that we needed some way of compensating staff that were still needed to come in.

- 9. Public Comment** – No public comment

- 10. Executive Session** – not needed

- 11. Adjournment** – Vice President Hunter motioned to adjourn, seconded by Trustee Hampton, 7 ayes, 0 nays, meeting was adjourned at 8:09 PM.

Submitted by Fidencio Marbella, Director, Westchester Public Library