

MINUTES OF THE COMBINED APRIL, 2020 COMMITTEE OF THE WHOLE AND THE MARCH, 2020 REGULAR MEETINGS OF THE BOARD OF TRUSTEES OF THE WESTCHESTER PUBLIC LIBRARY, WESTCHESTER, ILLINOIS, HELD REMOTELY VIA ZOOM AT 7:00 PM ON MONDAY, APRIL 13, 2020 DUE TO THE ONGOING COVID 19 PANDEMIC

1. Pledge of Allegiance

2. Call to Order and Roll Call – Meeting was called to order at 7:15 PM by Vice President Elizabeth Hunter. Present were Vice-President Elizabeth Hunter, Treasurer Fred Poppe, Trustee Shannon Flint, Trustee Jenice Hampton, Trustee Suzy Carbrey and Trustee John Lamberti. President Demitrus Evans joined at 7:16 PM. Also present via Zoom were Director Fidencio Marbella, Assistant Director Bonnie Schwanz, Youth Services Manager Kristen Jacobson, Adult Services Manager Patrick Callaghan, Circulation Manager Pat Sinacore and Business Manager Allison Muzal.

3. Public Comment – No public comment.

4. Review of Minutes

- A.** Regular Meeting, March 9, 2020 (Rescheduled from February 24) – Trustee Hampton motioned to approve the minutes as presented, seconded by Trustee Lamberti, roll call vote was taken with President Evans, Vice President Hunter, Treasurer Poppe, Trustee Lamberti, Trustee Hampton, Trustee Flint and Trustee Carbrey aye, 0 nay, motion carried.
- B.** COTW Meeting, March 9, 2020 – Vice President Hunter motioned to approve the minutes as presented, seconded by Trustee Hampton, roll call vote was taken with President Evans, Vice President Hunter, Treasurer Poppe, Trustee Lamberti, Trustee Hampton, Trustee Flint and Trustee Carbrey aye, 0 nay, motion carried.

5. New Business

- A. Payment of Bills** – Director Marbella highlighted the following expenses:
 - \$72,469 to Knudsen Construction was the payment in full for the new Circulation desk.
 - \$5,700 to 20/10 Engineering was the final payment for their engineering work on the new HVAC system.
- B.** Motion for approving the payment of bills in the amount of \$105,142.91 was made by President Evans, seconded by Trustee Flint, roll call vote was taken with President Evans, Vice President Hunter, Treasurer Poppe, Trustee Lamberti, Trustee Hampton, Trustee Flint and Trustee Carbrey aye, 0 nay, motion carried.
- C. Report to the Treasurer** –
- D.** Business Manager Muzal reported that we are ten months into the fiscal year and have received \$105,060 in tax levy income and \$8,609 in non-budgeted revenue during February and that we are still below our budget at 76.47% spent vs. a target of 83.3%. She also mentioned that our new HVAC system has come close to halving our natural gas costs. The library still retains sufficient reserves to cover six months of operating expenses. Vice President Hunter asked if the library should plan on decreased revenues going forward. Director Marbella recommended that non-urgent capital projects be deferred until we get more clarity on the property tax situation this August. President Evans motioned to accept the Report to the Treasurer by Business Manager Muzal, seconded by Vice President Hunter, roll call vote was taken with President Evans, Vice President Hunter, Treasurer Poppe, Trustee Lamberti, Trustee Hampton, Trustee Flint and Trustee Carbrey aye, 0 nay, motion carried.
- E. FY 2020-2021 Budget** – Director Marbella indicated that the only change to the proposed budget since the previous meeting was to remove from the consulting line item funds to hire a consultant to rewrite job descriptions. Director Marbella will handle the rewrite himself and the funds were

added to the payroll line item. President Evans motioned to approve the FY 2020-2021 budget, seconded by Treasurer Poppe, roll call vote was taken with President Evans, Vice President Hunter, Treasurer Poppe, Trustee Lamberti, Trustee Hampton, Trustee Flint and Trustee Carbrey aye, 0 nay, motion carried.

6. Director's Report

- In light of the current circumstances, the Jay Shefsky program planned for May 14 will still be held but it will be our first remote program to be held using Zoom.
- Director Marbella will still move forward with filling the FT Teen Librarian/Marketing Specialist position.
- The library is offering an online only temporary library card to allow residents access to our online resources. So far we've had about 69 residents take advantage of this.

President Evans motioned to accept the Director's Report, seconded by Treasurer Poppe, roll call vote was taken with President Evans, Vice President Hunter, Treasurer Poppe, Trustee Lamberti, Trustee Hampton, Trustee Flint and Trustee Carbrey aye, 0 nay, motion carried.

7. Discussion Only Items

A. Meeting Room Usage and Reservations, B. Reopening Plans and C. Facility Changes – Director Marbella asked the board for their opinions on still accepting reservations from groups who wished to reserve meeting room space. Trustee Lamberti wondered if we should still allow this as long as the attendees did not exceed the recommended number for group gatherings. Trustee Hampton felt we should follow whatever the recommended guidelines are from the county or state. Treasurer Poppe wondered if the library would have any liability should some participants contract Covid. The board also discussed what precautions the library will be taking as far as PPE for staff, including gloves, masks and sneeze guards.

D. May 1 All Staff Meeting – Director Marbella said the next All Staff meeting will be held via Zoom.

- 8. Unfinished Business** – Vice President Hunter thanked the staff for their imaginative online programming while working from home. Director Marbella indicated that he would like to defer the scheduled May 1 increases until the library reopens.
- 9. Board Member Comments** – Treasurer Poppe wondered if we should, upon reopening, limit the number of patrons in the library at any one time or require reservations or time slots. Vice President Hunter asked how we were disseminating information to our residents. Director Marbella mentioned Facebook, our website and our print and electronic newsletters.
- 10. Public Comment** – No public comment.
- 11. Executive Session** – not needed.
- 12. Adjournment** – Trustee Hampton motioned to adjourn at 8:29 PM, seconded by Treasurer Poppe, roll call vote was taken with President Evans, Vice President Hunter, Treasurer Poppe, Trustee Lamberti, Trustee Hampton, Trustee Flint and Trustee Carbrey aye, 0 nay, motion carried.

Submitted by Fidencio Marbella, Director, Westchester Public Library