

MINUTES OF THE APRIL 27, 2020 REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE WESTCHESTER PUBLIC LIBRARY, WESTCHESTER, ILLINOIS, HELD REMOTELY VIA ZOOM DUE TO THE ONGOING COVID 19 PANDEMIC

1. Pledge of Allegiance

2. **Call to Order and Roll Call** – Meeting was called to order at 7:10 PM by Trustee John Lamberti. Present were Trustee John Lamberti, Treasurer Fred Poppe, Trustee Jenice Hampton and Trustee Suzy Carbrey. Absent were President Demitrus Evans, Vice President Elizabeth Hunter and Trustee Shannon Flint. President Demitrus Evans joined at 7:45 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. Combined Regular Meeting and COTW Meeting, April 13, 2020 (rescheduled from March 23) – Trustee Hampton motioned to approve the minutes as presented, seconded by Treasurer Poppe, roll call vote was taken with Treasurer Poppe, Trustee Lamberti, Trustee Hampton and Trustee Carbrey aye, 0 nay, 3 absent, motion carried.

5. New Business

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

- \$1,205.83 to Comprise for the library's annual SAM computer reservation system.
- \$7,340.89 to EBSCO for the library's annual magazine subscription service.
- \$2,450.00 to Villa Landscaping for snow removal this past winter.

Motion for approving the payment of bills in the amount of \$52,761.34 was made by Trustee Lamberti, seconded by Trustee Carbrey, roll call vote was taken with Treasurer Poppe, Trustee Lamberti, Trustee Hampton and Trustee Carbrey aye, 0 nay, 3 absent, motion carried.

- B. **Report to the Treasurer** – Business Manager Muzal reported that the library during March received \$566,457.66 in tax levy income and that we are currently approximately on track to be under budget by 7%. Trustee Lamberti asked if we have any projections on how much lower the tax levy might be or if the levy payments may be delayed. Director Marbella mentioned that due to the uncertainty of future tax payments Business Manager Muzal is prioritizing spending and will help determine where spending may need to be cut. Trustee Lamberti motioned to approve the Report to the Treasurer, seconded by Trustee Hampton, roll call vote was taken with Treasurer Poppe, Trustee Lamberti, Trustee Hampton and Trustee Carbrey aye, 0 nay, 3 absent, motion carried.

- C. **Delay Annual Staff Raises Until Library is Reopened** – Director Marbella proposed that the annual staff raises scheduled to take effect May 1 be delayed until the library is reopened to the public. Any promotions that may occur, however, will be excluded from this delay. Trustee Hampton motioned to approve the delay, seconded by Trustee Carbrey, roll call vote was taken with Treasurer Poppe, Trustee Lamberti, Trustee Hampton and Trustee Carbrey aye, 0 nay, 3 absent, motion carried.

6. Director's Report

- Director Marbella reported that staff are taking continuing education classes remotely and are viewing webinars. Youth staff has been recording book reviews and story times, which are being posted on Facebook.
- Youth Services manager Kris Jacobson discussed the library's summer reading program, which will be conducted mostly online this year, due to the pandemic.

- No word yet on when the sneeze guards are to be installed and the carpets will be cleaned this month rather than waiting until the end of May when it usually is done.

Trustee Lamberti motioned to accept the Director's Report, seconded by Trustee Hampton, roll call vote was taken with Treasurer Poppe, Trustee Lamberti, Trustee Hampton and Trustee Carbrey aye, 0 nay, 3 absent, motion carried.

7. Discussion Items

- A. **Attorney Recommendations on Meeting Room Usage, PPE and Staffing** – Director Marbella consulted with the library's attorney on our liability for meeting room usage. The attorney felt that as long as we followed the state and county guidelines on group size and the wearing of PPE if required, the library should be fine. The library could also require the public to wear masks if that becomes a state or county requirement. The issue of staff members possibly refusing to come in to work was raised as well. With a lack of any definitive scientific studies, Treasurer Poppe raised the issue of quarantining or disinfecting items.
- B. **Limited Reopening Scenarios** – Director Marbella discussed offering limited curbside pickup.

8. Unfinished Business – none

9. **Board Member Comments** – Treasurer Poppe commented that he was proud of the job the library staff has done and Trustee Lamberti asked Director Marbella to pass along the board's thanks to the staff as well.

10. Public Comment – No public comment.

11. Executive Session – not needed

12. **Adjournment** – Treasurer Poppe motioned to adjourn at 7:59 PM, seconded by Trustee Hampton, roll call vote was taken with Treasurer Poppe, Trustee Lamberti, Trustee Hampton, President Evans and Trustee Carbrey aye, 0 nay, 2 absent, motion carried.

Submitted by Fidencio Marbella, Director, Westchester Public Library