

MINUTES OF THE MAY 11, 2020 COMBINED SPECIAL MEETING AND COMMITTEE OF THE WHOLE 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 7:08 PM by President Demitrus Evans. Present were President Demitrus Evans, Trustee John Lamberti, Treasurer Fred Poppe, Vice President Elizabeth Hunter, Trustee Jenice Hampton and Trustee Suzy Carbrey. Absent was Trustee Shannon Flint. 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. **New Business**
 - A. **Begin Offering Curbside Service when Adequate PPE is Available** – Director Marbella provided the pros and cons for offering curbside pickup. The library recently received adequate supplies of masks and hand sanitizer and already has a good stock of gloves and face shields. He discussed the quarantining of books and the procedures staff will be using to offer this service. Hours of service are planned to be 10 AM to 2 PM, Monday through Friday, possibly starting May 20. Trustee Lamberti motioned to begin offering curbside service, seconded by Trustee Hampton, roll call vote was taken with President Evans, Vice President Hunter, Treasurer Poppe, Trustee Hampton, Trustee Carbrey and Trustee Lamberti aye, 0 nay, 1 absent, motion carried.
5. **Discussion Only Items**
 - A. **Library Improvements** – Director Marbella asked if the board would like the library to investigate having touchless door entry for the restrooms. He also discussed the library’s plans for spreading out the tables and chairs and also the public computers.
 - B. **PPE and Supplies Update** – the library organized a group purchase with four other libraries for gallons of hand sanitizer. We also received an allotment of face shields from SWAN.
 - C. **Board Officers Election, May 18, 2020** – Director Marbella reminded the board that at the next meeting new board officers will have to be elected.
6. **Unfinished Business** – none
7. **Board Member Comments** – Vice President Hunter asked if there was any feedback from patrons about our online resources. Adult Services Manager Callaghan discussed the free additional Hoopla content that was available and the positive responses from our patrons over this offering. Trustee Lamberti asked how the planning was going for the Jay Shefsky program that has changed from in person to Zoom. Adult Services Manager Callaghan said that Mr. Shefsky was very excited and eager to do this online program and donated several DVDs to use as raffle prizes and to add to the library’s collection.
8. **Public Comment** – No public comment.
9. **Executive Session** – not needed

10. Adjournment - President Evans motioned to adjourn at 7:53 PM, seconded by Vice President Hunter, roll call vote was taken with President Evans, Vice President Hunter, Treasurer Poppe, Trustee Hampton, Trustee Carbrey and Trustee Lamberti aye, 0 nay, 1 absent, motion carried.

Submitted by Fidencio Marbella, Director, Westchester Public Library