

## **MINUTES OF THE MAY 18, 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 7:06 PM by President Demitrus Evans. Present were President Demitrus Evans, Trustee John Lamberti, Trustee Jenice Hampton, Vice President Elizabeth Hunter, Trustee Shannon Flint and Trustee Suzy Carbrey. Treasurer Fred Poppe joined the meeting at 7:09 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, April 27, 2020 – Trustee Lamberti motioned to approve the minutes as presented, seconded by Treasurer Poppe, roll call vote was taken with President Evans, Treasurer Poppe, Trustee Lamberti, Trustee Hampton, Vice President Hunter, Trustee Flint and Trustee Carbrey aye, 0 nay, motion carried.
  - B. Combined Special and COTW Meeting, May 11, 2020 – President Evans motioned to approve the minutes as presented, seconded by Trustee Lamberti, roll call vote was taken with President Evans, Treasurer Poppe, Trustee Lamberti, Trustee Hampton, Vice President Hunter, Trustee Flint and Trustee Carbrey aye, 0 nay, motion carried.
5. **New Business**
  - A. **Payment of Bills** – Director Marbella highlighted the following expenses:
    - \$2,250 to Astoria and \$2,474 to Dunne for monthly cleaning and floor stripping and waxing and for the annual carpet cleaning.
    - \$7,657 to ProQuest for access to the Chicago Tribune database.
    - There was an overpayment of \$1,204 to BMO Harris for the monthly credit card bill. The overpayment will be credited to the next month's bill.Motion for approving the payment of bills in the amount of \$41,791.99 was made by Trustee Carbrey, seconded by Treasurer Poppe, roll call vote was taken with President Evans, Treasurer Poppe, Trustee Lamberti, Trustee Hampton, Vice President Hunter, Trustee Flint and Trustee Carbrey aye, 0 nay, motion carried.
  - B. **Report to the Treasurer** – Business Manager Muzal reported that the library during April received \$9,727 in tax levy income and that we are under budget by 8.5%. Trustee Lamberti asked what accounted for our being under budget. Business Manager Muzal said we were under spending on programming due to many of the March and April programs being canceled and also several line item expenses came in lower than anticipated. President Evans asked when we might be able to expect our annual audit. Sikich has not yet reached out to the library regarding the timing of the audit. Trustee Flint motioned to approve the Report to the Treasurer, seconded by President Evans, roll call vote was taken with President Evans, Treasurer Poppe, Trustee Lamberti, Trustee Hampton, Vice President Hunter, Trustee Flint and Trustee Carbrey aye, 0 nay, motion carried.

## 6. Director's Report

- Director Marbella reported the library had water damage from the very heavy rains over the past weekend. The basement sump pumps were unable to keep up and in the Youth area, water came up out of the drains in the two restrooms. Dunne Cleaning will be out to clean the carpets on May 19 and Astoria will be coming on May 20 to clean the basement and Youth/Teen areas.
- The Chamber of Commerce canceled the July 4 parade and will try and schedule one over the Labor Day weekend.
- The first Adult Zoom program with WTTW's Jay Shefsky went very well as we had over seventy attendees. We received several very nice compliments from attendees.
- The sneeze guards have been installed at all of the service desks.
- The library will be starting curbside pickup on May 20 for Westchester residents only.

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

## 7. Election of Board Officers

- A. Board Secretary** – Trustee Lamberti motioned to nominate Vice President Hunter to be the new Board Secretary, seconded by Trustee Hampton, roll call vote was taken with President Evans, Treasurer Poppe, Trustee Lamberti, Trustee Hampton, Vice President Hunter, Trustee Flint and Trustee Carbrey aye, 0 nay, motion carried.
- B. Board Treasurer** – Vice President Hunter motioned to remove herself as the new Board Secretary and to become the new Board Treasurer, seconded by President Evans, roll call vote was taken with President Evans, Treasurer Poppe, Trustee Lamberti, Trustee Hampton, Vice President Hunter, Trustee Flint and Trustee Carbrey aye, 0 nay, motion carried. President Evans motioned to nominate Trustee Carbrey as the new Board Secretary, seconded by Trustee Hampton, roll call vote was taken with President Evans, Treasurer Poppe, Trustee Lamberti, Trustee Hampton, Vice President Hunter, Trustee Flint and Trustee Carbrey aye, 0 nay, motion carried.
- C. Board Vice President** – Trustee Lamberti motioned to nominate Trustee Hampton as the new Board Vice President, seconded by Vice President Hunter, roll call vote was taken with President Evans, Treasurer Poppe, Trustee Lamberti, Trustee Hampton, Vice President Hunter, Trustee Flint and Trustee Carbrey aye, 0 nay, motion carried.
- D. Board President** – President Evans nominated herself to remain as Board President, seconded by Trustee Hampton, roll call vote was taken with President Evans, Treasurer Poppe, Trustee Lamberti, Trustee Hampton, Vice President Hunter, Trustee Flint and Trustee Carbrey aye, 0 nay, motion carried.

In summary, the board officers are Demitrus Evans President, Jenice Hampton Vice President, Elizabeth Hunter Treasurer and Suzanna Carbrey Secretary.

- 8. Unfinished Business** – President Evans complimented the library staff on what they have been doing to provide services to our patrons and asked if there was anything the board could do for staff. Director Marbella thanked the board for continuing to pay staff throughout the pandemic. Vice President Hampton asked what the plans are for the delayed May 1 raises. Director Marbella asked for the board's thoughts and Treasurer Hunter thought it would be a good idea to implement them since the library was starting curbside pickup. Director Marbella will make the raises effective on May 26. Business Manager Muzal reminded the board that they still needed to vote on Director Marbella's increase. The board will schedule an Executive Session during the June 8 COTW and Special Meetings.
- 9. Board Member Comments** – Trustee Poppe commented that he was resigning as Board Treasurer due to some health issues and would be resigning from the board by the end of the calendar year. President Evans

thanked Trustee Poppe for being such an effective Board Treasurer. Treasurer Hunter said that she would be relying on Trustee Poppe for help in her new role.

**10. Public Comment** – No public comment.

**11. Executive Session** – not needed

**12. Adjournment** – Treasurer Hunter motioned to adjourn at 8:01 PM, seconded by Trustee Poppe, roll call vote was taken with President Evans, Trustee Poppe, Trustee Lamberti, Vice President Hampton, Treasurer Hunter, Trustee Flint and Secretary Carbrey aye, 0 nay, motion carried.

**Submitted by Fidencio Marbella, Director, Westchester Public Library**