

MINUTES OF THE JULY 13, 2020 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** – Before the meeting was called to order, President Demitrus Evans stated that due to Governor Pritzker’s disaster declaration related to public health concerns and the ongoing COVID-19 pandemic that an in-person meeting would not be prudent or practical and that this meeting would be held remotely. The Meeting was called to order at 7:07 PM by President Demitrus Evans. Present were President Demitrus Evans, Vice President Jenice Hampton, Trustee John Lamberti, Treasurer Elizabeth Hunter, Trustee Shannon Flint and Secretary Suzy Carbrey. Absent was Trustee Fred Poppe. 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** – Business Manager Muzal reported on the progress of the FY 2019-20 audit with Sikich. The auditors will be sending a fraud questionnaire via mail to all board members that must be completed and then returned to Sikich.
5. **Discussion Only Items**
 - A. **Library Reopening Recap** – The June 29 reopening went very well as Director Marbella reported only two incidents of patrons having issues wearing face coverings. He reported that the library has plenty of PPE for staff and has placed no touch hand sanitizing stations throughout the library. Patrons have been very pleased that the library has reopened and on the first day in appreciation patrons brought in doughnuts, muffins and other snacks for the staff. RAILS resumed delivery services on June 29 while interlibrary loans among SWAN membership started up again on July 7 with over half of SWAN public libraries opting in. The rest of the SWAN libraries will restart ILL on either August 12 or September 7. President Evans asked what our plans would be in case there is a COVID resurgence. Director Marbella said much would depend upon Governor Pritzker and the state’s Phased reopening plans. If the state reverted to Phase 3 then we would probably have to close again and possibly only offer curbside pickup.
 - B. **Curbside Pickup** – Although the library will continue to offer curbside pickup as an option, very few patrons are requesting this. Since we reopened on June 29 we’ve only had three patrons request this service. By June 29 the library had over five hundred patrons check out over 1,200 items via curbside. Director Marbella mentioned that we did resume books at home delivery starting in July.
 - C. **Library Improvements** – The Adult Department is working on Zoom programs with Southside architect and historian Lee Bey and Chicago Tribune Columnist Mary Schmich. The Lee Bey program has been confirmed but we’re still working on Mary Schmich. Youth is working on Emily Grassley, who is the host of the PBS program Prehistoric Road Trip. Director Marbella asked the board if they would be interested in looking into replacing our front doors with sensor activated doors in order to help reduce the touched surfaces in the library.
 - D. **Review Policies 5.1 Purchasing, 5.2 Credit Card Use, 5.3 Operating Budget and 5.4 Working Capital Reserves** – 5.1, Treasurer Hunter asked if the \$3,000 limit should be changed and if so to what. Director Marbella said that he was comfortable with the current limit and President Evans suggested \$5,000 could be acceptable too. Trustee Lamberti suggested that a sentence be added indicating that the director would notify the board as soon as possible of any emergency expenditures. On 5.2 Business Manager Muzal mentioned that the credit card reconciliation is available every month in

Dropbox. For 5.3 Director Marbella and Business Manager Muzal mentioned that the budget first draft is usually ready by November. For 5.4 no changes were suggested.

- E. **Amend Board Bylaws to Allow Remote Participation** – Director Marbella explained that Governor Pritzker’s emergency order has allowed board meetings to be held remotely but that once the emergency is over, the board would have to change its bylaws to allow for continued remote participation.

- 6. **Unfinished Business** – none
- 7. **Board Member Comments** – none
- 8. **Public Comment** – No public comment.
- 9. **Executive Session** – Not needed
- 10. **Adjournment** - President Evans motioned to adjourn at 7:43 PM, seconded by Trustee Lamberti, roll call vote was taken with President Evans, Treasurer Hunter, Vice President Hampton, Secretary Carbrey, Trustee Flint and Trustee Lamberti aye, 0 nay, 1 absent, motion carried.

Submitted by Fidencio Marbella, Director, Westchester Public Library