

# MINUTES OF THE JULY 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** – 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 7:06 PM by President Demitrus Evans. Present were President Demitrus Evans, Trustee Fred Poppe, Trustee Shannon Flint and Secretary Suzy Carbrey. Treasurer Elizabeth Hunter joined at 7:22 PM. Absent were Vice President Jenice Hampton and Trustee John Lamberti. 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, Technical Services Manager Ryan Flores and Business Manager Allison Muzal.

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

## 4. Review of Minutes

- A. **Regular Meeting, June 22, 2020** – Trustee Poppe motioned to approve the minutes as presented, seconded by Secretary Carbrey, roll call vote was taken with President Evans, Trustee Poppe, Trustee Flint and Secretary Carbrey aye, 0 nay, 3 absent, motion carried.
- B. **COTW Meeting, July 13, 2020** – Director Marbella noted that Vice President Hampton was omitted from the minutes and that her name will be added. President Evans motioned to approve the minutes as presented with the correction, seconded by Trustee Flint, roll call vote was taken with President Evans, Trustee Poppe, Trustee Flint and Secretary Carbrey aye, 0 nay, 3 absent, motion carried.

## 5. New Business

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

- \$567.62 to Cintas for the annual fire extinguisher inspection.
- \$6,180.00 to Knudsen for building and installing the sneeze cards at the service desks.
- \$7,245 to SWAN for our quarterly membership fee and for additional databases through the SWAN consortium group purchase. Adult Services Manager Callaghan discussed the new databases the library has access to.
- \$1,050 to Sinnott Tree Services for removing the dying birch tree and for pruning the large honey locust in the southwest corner of the parking lot.

Trustee Poppe asked if the library’s spending was down since the beginning of the pandemic. Payroll hours are slightly down due to a reduction in hours worked by our pages. The \$67,979 figure does not include payroll. President Evans asked about the World Book Early Learning bill. Assistant Director Schwanz said it was for online access to the World Book Encyclopedia.

Motion for approving the payment of bills in the amount of \$67,979.46 was made by President Evans, seconded by Trustee Flint, roll call vote was taken with President Evans, Trustee Poppe, Treasurer Hunter, Trustee Flint and Secretary Carbrey aye, 0 nay, 2 absent, motion carried.

B. **Report to the Treasurer** – Business Manager Muzal reported that the library’s annual audit has begun with some preliminary work. President Evans and the other trustees reported not yet receiving the fraud questionnaire from Sikich. Director Marbella will reach out to the auditor about the status. Business Manager Muzal reported that the materials budget may be slightly over this fiscal year due to the pandemic related delay in ordering some materials during the end of the last fiscal year. Treasurer Hunter stated that she was grateful for the library continuing to stay under

budget. Business Manager Muzal reported that the library continues to maintain a reserve sufficient to cover six months of operating expenses. Treasurer Hunter motioned to approve the Report to the Treasurer, seconded by Secretary Carbrey, roll call vote was taken with President Evans, Trustee Poppe, Treasurer Hunter, Trustee Flint and Secretary Carbrey aye, 0 nay, 2 absent, motion carried.

**C. Reaffirm Policies 5.2 Credit Card Use, 5.3 Operating Budget and 5.4 Working Capital Reserves –** President Evans motioned to reaffirm these policies with no changes, seconded by Trustee Flint, roll call vote was taken with President Evans, Trustee Poppe, Treasurer Hunter, Trustee Flint and Secretary Carbrey aye, 0 nay, 2 absent, motion carried.

**D. Amend Policy 5.1 Purchasing –** President Evans motioned to approve 5.1 Purchasing with the amendment discussed at the previous COTW meeting, seconded by Trustee Flint, roll call vote was taken with President Evans, Trustee Poppe, Treasurer Hunter, Trustee Flint and Secretary Carbrey aye, 0 nay, 2 absent, motion carried.

## **6. Director's Report**

- Youth Services Manager Jacobson mentioned that Sarah from Teen is organizing a Native American storytelling program for both youth and adults. The Adult program with author Richard Cahan drew 94 attendees.
- Due to the pandemic, the library chose not to participate in the Chamber of Commerce's Labor Day parade.
- Director Marbella noted that this was Assistant Director Schwanz's last meeting as she will be retiring on July 31 (although she will eventually return as a PT Technical Services clerk).
- The library is in very good shape as far as PPE and cleaning supplies.

President Evans and the board thanked Assistant Director Schwanz for her thirty plus years of service. Treasurer Hunter motioned to accept the Director's Report, seconded by Secretary Carbrey, roll call vote was taken with President Evans, Trustee Poppe, Treasurer Hunter, Trustee Flint and Secretary Carbrey aye, 0 nay, 2 absent, motion carried.

**7. Unfinished Business –** Director Marbella noted that Governor Pritzker did extend his emergency declaration. President Evans asked if the school district has approached the library about assistance with the upcoming school year and possibly remote learning. Secretary Carbrey asked if the library could provide assistance to students on how to use some of the Google products being used for remote learning. President Evans asked how fine free was going. Circulation Manager Sinacore said that patrons were very happy with not having to pay fines anymore.

**8. Board Member Comments –** None

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

**10. Executive Session –** not needed

**11. Adjournment –** Trustee Flint motioned to adjourn, seconded by Treasurer Hunter, roll call vote was taken with President Evans, Trustee Poppe, Treasurer Hunter, Trustee Flint and Secretary Carbrey aye, 0 nay, 2 absent, motion carried and the meeting was adjourned at 7:54 PM.

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