

MINUTES OF THE AUGUST 10, 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 7:15 PM by President Demitrus Evans. Present were President Demitrus Evans, Vice President Jenice Hampton, Treasurer Elizabeth Hunter and Secretary Suzy Carbrey. Trustee John Lamberti joined at 7:24 PM and Trustees Fred Poppe and Shannon Flint were absent. Also present via Zoom were Director Fidencio Marbella, Assistant Director Kristen Jacobson, Adult Services Manager Patrick Callaghan and Technical Services Manager Ryan Flores.
3. **Public Comment** – No public comment.
4. **Discussion Items**
 - A. **Library Hours After Labor Day** – Director Marbella asked the board for their opinions on changing library hours after Labor Day to possibly be open on Sundays and/or closing at 9 PM rather than 8 PM Monday through Thursday. Secretary Carbrey did not feel Sunday openings were necessary yet. President Evans asked what other libraries are doing and Director Marbella and Assistant Director Jacobson responded that most area libraries are not close to being open the same number of hours as they were pre-pandemic, averaging about fifty to sixty percent. Vice President Hampton thought we should consider a trial period of Sunday openings and see how much traffic there is. The board did not see a current need for closing at 9 PM after Labor Day. President Evans asked how many staff would be needed on a Sunday. Director Marbella said we would need two Circulation Clerks, one Youth and one Adult librarian, one page and a custodian. President Evans added the staff could probably use a break on Sundays. Library staff will create a survey accessible both through the library’s website and in person at the library.
 - B. **Library Improvements** – Director Marbella is in touch with our architect, Dan Pohrte, about a proposal for new front doors, replacement windows on the west and north sides of the library and retrofitting the restroom doors with a touchless system. He also discussed how the afternoon storm knocked out the HVAC system. Assistant Director Jacobson discussed an upcoming Zoom program on college financial aid.
 - C. **Review Policies 5.5 Accounting, 5.6 Financial Reports and Audits, 5.8 Library Director Limitation and 5.10 Spending Authority** – No board member had any suggestions for amending any of these policies.
5. **Unfinished Business** – none
6. **Board Member Comments** – none
7. **Public Comment** – No public comment.
8. **Executive Session** – Not needed but Director Marbella mentioned that at an upcoming meeting the board will need to meet in Executive Session for the semi-annual review of Executive Session minutes.

9. **Adjournment** - President Evans motioned to adjourn at 7:51 PM, seconded by Treasurer Hunter, roll call vote was taken with President Evans, Treasurer Hunter, Vice President Hampton, Secretary Carbrey and Trustee Lamberti aye, 0 nay, 2 absent, motion carried.

Submitted by Fidencio Marbella, Director, Westchester Public Library