

# MINUTES OF THE OCTOBER 12, 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 7:06 PM by President Demitrus Evans. Present were President Demitrus Evans, Treasurer Elizabeth Hunter, Trustee Fred Poppe, Secretary Suzy Carbrey, Trustee John Lamberti, Trustee Shannon Flint and Vice President Jenice Hampton. Also present via Zoom were Director Fidencio Marbella, Business Manager Allison Muzal, Assistant Director Kristen Jacobson and Technical Services Manager Ryan Flores.
3. **Public Comment** – No public comment.
4. **Discussion Items**
  - A. **Review of 2021 Board Meeting Dates, Library Holidays and Quarterly All Staff Meetings** – The only exception to the second and fourth Monday meeting schedule for 2021 is in December when the board will meet on Dec. 13 for the COTW and Dec. 20 for the Regular meetings. No additional library holidays were added and the quarterly all staff meeting dates were set.
  - B. **Library Improvements** – Director Marbella reported that the canopy over the front door was repainted. The Emily Graslie program is coming up on Oct. 22 and there are two upcoming Adult programs on Old Time Radio and Chicago First Lady sites. Director Marbella contacted 20/10 Engineering to answer questions Trustee Poppe had about a battery powered backup generator versus natural gas. Trustee Lamberti asked if there may be FEMA or IEMA grants available to help fund this. Director Marbella will look into. Trustee Poppe asked if it would be wise for the library to take on the role of being an official warming or cooling center.
  - C. **FY 2021-2022 Levy and Budget** – Business Manager Muzal explained that the library board would have to approve the library’s levy before the village board approves the village wide levy in December and that the library is proposing to ask for a 2.5% increase rather than the allowed maximum of 5%. If approved, the bulk of the increase would go towards salaries since the minimum wage continues to escalate.
  - D. **Review Policies 2.1.3 Non-Resident Library Cards and 6.81 Firearms and Weapons** – These two policies were reviewed at the March COTW but never reaffirmed since the March Regular meeting was canceled due to the pandemic. The board had suggested no changes.
  - E. **Maturing Bond in Reserve Fund** – Director Marbella reported that a \$50,000 bond was due to mature. Financial Advisor Matthew Krajniak suggested that since bond rates are so low and are comparable to CD rates that as our bonds mature, we withdraw the funds and roll them over into CDs. Trustee Poppe asked about FDIC insurance on our Inland accounts. Director Marbella reported that we have our accounts collateralized and he will ask Mary Ann Kelly from Inland to come to a future board meeting to discuss collateralization.
  - F. **Review of Serving Our Public 4.0, Chapter 1 Core Standards, Chapter 2 Governance and Administration and Chapter 3 Personnel** – Vice President Hampton asked if board members would be able to review Serving Our Public on their own. The board discussed and decided to proceed with the review. Treasurer Hunter suggested that the library come up with a survey that can meet Core 23 from Chapter 1. Director Marbella and staff will come up with one. The board and director reviewed the Chapter 2 checklist. Most checklist items the library meets with the exception of the survey question, which will be addressed. Treasurer Hunter asked about board attendance at library

conventions. Assistant Director Jacobson will forward a link to ILA programs at the upcoming ILA virtual conference. The library does not have a formal, written succession plan but one will be created. Vice President Hampton suggested the need for a written plan but Trustee Poppe felt a written plan was unnecessary. Treasurer Hunter thought there should be some kind of document staff can access. For Chapter 3, Treasurer Hunter asked about what percentage of our budget is for salary. The library is at about 70%.

5. **Unfinished Business** –
6. **Board Member Comments** – none
7. **Public Comment** – No public comment.
8. **Executive Session** – Not needed.
9. **Adjournment** – Trustee Poppe motioned to adjourn at 8:07 PM, seconded by President Evans, roll call vote was taken with President Evans, Treasurer Hunter, Vice President Hampton, Secretary Carbrey, Trustee Flint, Trustee Poppe and Trustee Lamberti aye, 0 nay, motion carried.

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