

MINUTES OF THE JUNE 8, 2020 COMBINED SPECIAL MEETING AND 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** – Meeting was called to order at 7:10 PM by President Demitrus Evans. Present were President Demitrus Evans, Trustee John Lamberti, Trustee Fred Poppe, Treasurer Elizabeth Hunter, Trustee Shannon Flint and Secretary Suzy Carbrey. Vice President Jenice Hampton arrived at 7:38 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. **New Business**
5. **Discussion Only Items**
 - A. **Library Improvements** – Director Marbella mentioned that he had a tree service come out to remove a dying birch tree on the north side of the library. They also pruned the large honey locust near the southeast corner of the parking lot and removed the large limb that was overhanging the neighbor’s house. He also mentioned that we may reconsider repainting the library, or at the very least, repainting the canopy by the front door. Adult will organize another Zoom program in July, this time with author and historian Richard Cahan. Youth will be having a Zoom program for children on June 20 related to this year’s summer reading program. Adult Services Manager Callaghan discussed the Adult Summer Reading program. Circulation Manager Sinacore reported that for curbside pickup so far we’ve had 229 patrons getting 584 items.
 - B. **PPE and Supplies Update** – The library finally received the bulk purchase of hand sanitizer for our library group purchase. Westmont, LaGrange Park, Melrose Park and Bellwood all participated in this bulk purchase. The library also received an order for disinfecting wipes and now has a good stock of cleaning supplies and PPE for staff. We have three free standing hand sanitizing stations on order.
 - C. **Reopening Plans** – Director Marbella reported that RAILS will be resuming inter-library delivery on June 29 and that we should consider a limited reopening on June 29 as well. Some questions the library and board might have for our attorney include limiting access to Westchester cardholders only, perhaps setting age limits of no unaccompanied children under age sixteen, requiring face coverings and what to do if a patron refuses to follow these rules. The library also still plans to offer curbside pickup even after we have a limited reopening. Treasurer Hunter asked about how the library is serving homebound patrons. Secretary Carbrey suggested some kind of outdoor reading café for those patrons who may be uncomfortable coming into the building. President Evans asked if the library’s furniture and computers have been spread out to accommodate social distancing.
6. **Unfinished Business** – none
7. **Board Member Comments** – Trustee Lamberti wanted to again thank the staff for what they’ve been doing to keep some services going despite the pandemic.
8. **Public Comment** – No public comment.

9. **Executive Session** – President Evans motioned to move the Board into executive session for the purpose of discussing the library director’s annual review pursuant to Section 2. (c) (1) of the Illinois Open Meetings Act, seconded by Trustee Lamberti, roll call vote was taken with President Evans, Vice President Hampton, Treasurer Hunter, Secretary Carbrey, Trustee Lamberti, Trustee Poppe and Trustee Flint aye, 0 nay, motion carried and the board entered the Executive Session at 8:03 PM.
10. **Percentage Salary Increase Based upon the Director’s Annual Review** – the board returned to the open session at 8:57 PM and requested that Director Marbella email his goals for 2020. President Evans did request that an additional Executive Session be scheduled during the June 22 Regular Meeting.
11. **Adjournment** - President Evans motioned to adjourn at 9:02 PM, seconded by Trustee Lamberti, roll call vote was taken with President Evans, Treasurer Hunter, Trustee Poppe, Vice President Hampton, Secretary Carbrey, Trustee Flint and Trustee Lamberti aye, 0 nay, motion carried.

Submitted by Fidencio Marbella, Director, Westchester Public Library

WESTCHESTER LIBRARY BOARD OF TRUSTEES
EXECUTIVE SESSION MEETING
June 8, 2020

LIBRARY BUILDING
10700 CANTERBURY ST.
WESTCHESTER, IL 60154

Executive Session

WESTCHESTER PUBLIC LIBRARY: Connecting People, Ideas and Cultures

Call to Order and Roll Call

President Evans called the Executive Session to order at 8:00 PM for the purpose of discussing the library director's annual review pursuant to Section 2 (c) (1) of the Illinois Open Meetings Act. Present: President Evans, Vice President Hampton, Treasurer Hunter, Secretary Carbrey, Trustee Poppe, Trustee Flint, and Trustee Lamberti.

Discussion: President Evans explained the previous processes of the director's annual review to the new board of trustee members and asked for input from all members. The board proceeded to discuss the manner in which the board would like to assess Director Marbella's performance this year and topics they would like to discuss with him during his review including his 2019 goals, his progress towards his 2019 goals, and current 2020 goals. The overall preliminary discussion of Director Marbella's performance was very positive. Further investigation of general staff satisfaction and feedback was discussed and planned to be completed at a later date, not as a part of the director's annual review.

Adjournment: President Evans moved to adjourn the Executive Session at 8:45 PM.
Seconded by ?.

Ayes: 7
Nays: 0
Absent: 0