

## MINUTES OF THE JUNE 22, 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** – Meeting was called to order at 7:14 PM by President Demitrus Evans. Present were President Demitrus Evans, Vice President Jenice Hampton, Treasurer Elizabeth Hunter, Trustee Fred Poppe, Trustee Shannon Flint and Secretary Suzy Carbrey. Absent was 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 and Business Manager Allison Muzal.
3. **Public Comment** – No public comment.
4. **Review of Minutes**
  - A. **Regular Meeting, May 18, 2020** – Vice President Hampton motioned to approve the minutes as presented, seconded by Trustee Poppe, roll call vote was taken with President Evans, Trustee Poppe, Vice President Hampton, Treasurer Hunter, Trustee Flint and Secretary Carbrey aye, 0 nay, 1 absent, motion carried.
  - B. **Combined Special and COTW Meeting, June 8, 2020** – Trustee Poppe motioned to approve the minutes as presented, seconded by Secretary Carbrey, roll call vote was taken with President Evans, Trustee Poppe, Vice President Hampton, Treasurer Hunter, Trustee Flint and Secretary Carbrey aye, 0 nay, 1 absent, motion carried.
5. **New Business**
  - A. **Payment of Bills** – Director Marbella highlighted the following expenses:
    - \$2,104 to Dunne Cleaning for carpet cleaning after the flooding from heavy rains in May.
    - \$4,922 to Infogroup for database renewals.
    - \$708 to Versatile for our Deep Freeze security software.Motion for approving the payment of bills in the amount of \$33,971.82 was made by Vice President Hampton, seconded by Trustee Flint, roll call vote was taken with President Evans, Trustee Poppe, Vice President Hampton, Treasurer Hunter, Trustee Flint and Secretary Carbrey aye, 0 nay, 1 absent, motion carried.
  - B. **Report to the Treasurer** – Business Manager Muzal reported that the library’s annual audit will be conducted in early September and that the deadline for the next installment of property tax payments has been pushed back to October 1, so the library should expect some delays in receiving our property tax income this fall. She also reported that the library has so far spent \$4,505.63 in COVID-19 supplies and 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 Trustee Flint, roll call vote was taken with President Evans, Trustee Poppe, Vice President Hampton, Treasurer Hunter, Trustee Flint and Secretary Carbrey aye, 0 nay, 1 absent, motion carried.
  - C. **Resolution 2020-01 Authorizing Westchester Public Library Non-Resident Library Cards** – Director Marbella explained how the \$196.12 annual fee was calculated and that this figure can only be rounded up and not down. President Evans motioned to approve Resolution 2020-01, seconded by Trustee Poppe, roll call vote was taken with President Evans, Trustee Poppe, Vice President Hampton, Treasurer Hunter, Trustee Flint and Secretary Carbrey aye, 0 nay, 1 absent, motion carried.

- D. Amend Policy 6.20 Workplace Safety** – Director Marbella added a paragraph to 6.20 to require all staff, volunteers and contractors to wear face coverings in response to the COVID-19 pandemic. President Evans motioned to amend Policy 6.20 Workplace Safety, seconded by Vice President Hampton, roll call vote was taken with President Evans, Trustee Poppe, Vice President Hampton, Treasurer Hunter, Trustee Flint and Secretary Carbrey aye, 0 nay, 1 absent, motion carried.
- E. Amend Policy Manual Appendix S Patron Rules and Conduct** – Director Marbella requested that the Patron Rules and Conduct be amended to include a requirement that patrons wear face coverings upon entering the library. Trustee Poppe motioned to amend Patron Rules and Conduct, seconded by Trustee Flint, roll call vote was taken with President Evans, Trustee Poppe, Vice President Hampton, Treasurer Hunter, Trustee Flint and Secretary Carbrey aye, 0 nay, 1 absent, motion carried.
- F. Reopening the Library on June 29, 2020** – Director Marbella discussed the library’s plans for reopening, including face covering requirements, requiring reservations for computer use, a slight alteration in hours, a regular cleaning schedule throughout the day and making hand sanitizer available throughout the library. President Evans motioned to approve reopening the library on June 29, seconded by Secretary Carbrey, roll call vote was taken with President Evans, Trustee Poppe, Vice President Hampton, Treasurer Hunter, Trustee Flint and Secretary Carbrey aye, 0 nay, 1 absent, motion carried.

**6. Director’s Report**

- Director Marbella reported that as of June 16 the library’s patrons have used the curbside pickup service 367 times to pick up 913 items. Even after reopening, the library plans on still offering this service should there still be demand from patrons.
- SWAN membership approved adding the Glenside, Warrenville and Roselle public libraries to our membership. They’ll be joining us in November.
- On the heels of the successful Zoom program with Channel 11’s Jay Shefsky, Adult will be holding its second Zoom program in July with author and historian Richard Cahan.

Treasurer Hunter motioned to accept the Director’s Report, seconded by Trustee Flint, roll call vote was taken with President Evans, Trustee Poppe, Vice President Hampton, Treasurer Hunter, Trustee Flint and Secretary Carbrey aye, 0 nay, 1 absent, motion carried.

- 7. Unfinished Business** – Treasurer Hunter asked if the library had seen the report that some toxic hand sanitizer had been sold and whether or not the library had purchased any. Director Marbella will look into this (after investigating this, none of the hand sanitizer the library purchased had the same FDA Product Code number or the same manufacturer as the toxic ones).
- 8. Board Member Comments** – None
- 9. Public Comment** – No public comment.
- 10. 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 Vice President Hampton, roll call vote was taken with President Evans, Trustee Poppe, Vice President Hampton, Treasurer Hunter, Trustee Flint and Secretary Carbrey aye, 0 nay, 1 absent, motion carried and the board entered the Executive Session at 8:25 PM. The board reentered the Regular Session at 9:05 PM.

- 11. Percentage Salary Increase Based Upon the Director's Annual Review** – Trustee Poppe thanked Director Marbella for his work during the COVID-19 pandemic and informed him that the board approved a 3% salary increase effective May 25.
- 12. Adjournment** – Treasurer Hunter motioned to adjourn, seconded by Secretary Carbrey, roll call vote was taken with President Evans, Trustee Poppe, Vice President Hampton, Treasurer Hunter, Trustee Flint and Secretary Carbrey aye, 0 nay, 1 absent, motion carried and the meeting was adjourned at 9:09 PM.

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

**WESTCHESTER PUBLIC LIBRARY BOARD OF TRUSTEES  
EXECUTIVE SESSION MEETING  
JUNE 22, 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 8:31 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 and Trustee Flint. Trustee Lamberti was absent.

Discussion: The Board discussed Director Marbella's performance this year and current 2020 goals. A retroactive 3% raise for Director Marbella was recommended. Recommendations for additional feedback regarding 2020 goals were discussed and planned to discuss with Director Marbella at the next meeting.

Adjournment: President Evans moved to adjourn the Executive Session at 9:04 PM. Seconded by Secretary Carbrey.

Ayes: 6

Nays: 0

Absent: 1