

# MINUTES OF THE SEPTEMBER 28, 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 7:02 PM by President Demitrus Evans. Present were President Demitrus Evans, Vice President Jenice Hampton, Treasurer Elizabeth Hunter, Trustee John Lamberti and Secretary Suzanna Carbrey. Trustee Fred Poppe joined the meeting at 7:05 PM. Absent was Trustee Shannon Flint. Also present via Zoom were Director Fidencio Marbella, Assistant Director Kris Jacobson, Adult Services Manager Patrick Callaghan, Circulation Manager Pat Sinacore and Business Manager Allison Muzal. Also in attendance were architects Dan Pohrte and Alex Krug with Product Architecture+Design.

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

## 4. Presentation by Architects Alex Krug and Dan Pohrte with Product Architecture+Design

Mr. Krug discussed his firm’s proposal for front door replacement, west side window replacement and restroom door retrofits. For the front doors, Director Marbella indicated that the doors need replacement. The opening is too narrow for a standard sliding door so Mr. Krug recommended using either the Stanley Durafit telescoping door option or the Stanley bi-folding door option. With either option the vestibule will have to be reconfigured to avoid drafts of cold air entering the building during winter. Library staff indicated a preference for the Durafit option.

Mr. Krug then discussed the replacement of the 4 deteriorating west side wood framed windows. The plan is to replace them with aluminum clad windows similar to what already exists on the north side of the building.

Lastly, the architects and board discussed possible retrofit of the restroom doors to create touchless entry. There were issues with making the single stall restroom entrances touchless so Director Marbella felt this part of the project should not be pursued.

The architects are estimating the total cost of the project to be approximately \$84,000.00.

## 5. Review of Minutes

- A. **Regular Meeting, August 24, 2020** – Trustee Lamberti motioned to approve the minutes as presented, seconded by Treasurer Hunter, roll call vote was taken with President Evans, Trustee Lamberti, Vice President Hampton, Secretary Carbrey, Trustee Poppe and Treasurer Hunter aye, 0 nay, 1 absent, motion carried.
- B. **COTW Meeting, September 14, 2020** – President Evans motioned to approve the minutes as presented, seconded by Trustee Poppe, roll call vote was taken with President Evans, Trustee Lamberti, Vice President Hampton, Secretary Carbrey, Trustee Poppe and Treasurer Hunter aye, 0 nay, 1 absent, motion carried.

## 6. New Business

- A. **Payment of Bills** – Director Marbella highlighted the following expenses:
  - \$600 to Lee Bey for the Southern Exposure Program

- \$2,536 to Hartford for Workers' Compensation insurance
- \$750 to Naturally Curious LLC is the down payment on the Emily Grasslie program
- Audit firm Sikich was paid \$5,750 for the annual financial audit

Motion for approving the payment of bills in the amount of \$57,800.90 was made by President Evans, seconded by Treasurer Hunter, roll call vote was taken with President Evans, Trustee Lamberti, Vice President Hampton, Secretary Carbrey, Trustee Poppe and Treasurer Hunter aye, 0 nay, 1 absent, motion carried.

- B. Report to the Treasurer** - Business Manager Muzal reported that our tax levy income has been coming in with \$356,447 received in August and that spending for the fiscal year so far is at 28.8% versus a target of 33%. Treasurer Hunter asked if the library has seen a decrease in tax levy income due to the pandemic. Business Manager Muzal said that we have not noticed a decrease but the payments do seem to be coming in more gradually. President Evans motioned to accept the Report to the Treasurer, seconded by Trustee Poppe, roll call vote was taken with President Evans, Trustee Lamberti, Vice President Hampton, Secretary Carbrey, Trustee Poppe and Treasurer Hunter aye, 0 nay, 1 absent, motion carried.
- C. Reaffirm Policies 5.12 Collection Agency, 5.15 Charitable Donations by WPL and 6.46 Employment Classifications and Categories** – since no changes were suggested at the previous meeting President Evans motioned to reaffirm these policies, seconded by Treasurer Hunter, roll call vote was taken with President Evans, Trustee Lamberti, Vice President Hampton, Secretary Carbrey, Trustee Poppe and Treasurer Hunter aye, 0 nay, 1 absent, motion carried.
- D. Sunday Hours** – Staff reported no feedback from patrons regarding Sunday hours, no action taken.
- E. Add Adult Services Manager Patrick Callaghan as Inland Bank Check Signer** – President Evans motioned to add Patrick Callaghan as an authorized check signer, seconded by Trustee Lamberti, , roll call vote was taken with President Evans, Trustee Lamberti, Vice President Hampton, Secretary Carbrey, Trustee Poppe and Treasurer Hunter aye, 0 nay, 1 absent, motion carried.
- F. Resolution 2020-02 to Approve Intergovernmental Agreement with Cook County for Coronavirus Relief Fund Reimbursement** – Director Marbella explained that the library was contacted by Cook County regarding the availability of \$5,000 in PPE reimbursement funds from the county through the CARES Act. To apply for this reimbursement the board would need to pass a resolution approving the IGA. President Evans motioned to approve Resolution 2020-02, seconded by Trustee Poppe, roll call vote was taken with President Evans, Trustee Lamberti, Vice President Hampton, Secretary Carbrey, Trustee Poppe and Treasurer Hunter aye, 0 nay, 1 absent, motion carried.
- G. Amend Product Architecture+Design Proposal** – President Evans motioned to accept option 3A for the Durafit doors including the alternate to reconfigure the vestibule and to replace the west side windows, seconded by Vice President Hampton, roll call vote was taken with President Evans, Trustee Lamberti, Vice President Hampton, Secretary Carbrey, Trustee Poppe and Treasurer Hunter aye, 0 nay, 1 absent, motion carried.

## 7. Director's Report

- Youth has the Emily Grasslie program coming up in October.
- The canopy by the front door will be repainted this fall.
- Two grant applications were submitted to the state library and we should get the results by November.

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

## 8. Unfinished Business

- A. Possible Election Day Holiday** – The state passed a resolution saying governmental offices must close on Election Day, Nov. 3. Because of the uncertainty regarding what constitutes a government office, the Illinois Municipal League filed a suit asking the state to clarify what is a government office and who must close. We should have more information on this after the hearing in mid-October
- B. 2021 Board of Trustees Election** – Director Marbella reminded the board of the upcoming 2021 election. The terms of three board members, President Evans, Vice President Hampton and Treasurer Hunter, are up in 2021 while two members, Secretary Carbrey and Trustee Flint, are up as well as they had been appointed. Director Marbella will email the election packet to the board.

**9. Board Member Comments** – Secretary Carbrey asked about the election process. Treasurer Hunter, Trustee Lamberti and Trustee Poppe all offered some tips on the petition process.

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

**11. Executive Session** – President Evans motioned that the Board go into executive session for the purpose of discussing the minutes of meetings lawfully closed under the Illinois Open Meetings Act, for purposes of the semi-annual review of the minutes as mandated by Section 2.06 pursuant to Section 2. (c) (21) of the Illinois Open Meetings Act, seconded by Vice President Hampton, roll call vote was taken with President Evans, Trustee Lamberti, Vice President Hampton, Secretary Carbrey, Trustee Poppe and Treasurer Hunter aye, 0 nay, 1 absent, motion carried, and the board entered executive session at 8:18 PM.

**12. Determination of Executive Session Minutes** – At 8:52 PM the board reentered open session and Secretary Carbrey motioned that having reviewed the minutes of all closed meetings, the Board has determined that the closed meeting minutes of

December 9, 2019

December 16, 2019

January 27, 2020

June 8, 2020

No longer require confidential treatment and are available for public inspection and that the need for confidentiality still exists for

August 12, 2013

November 11, 2013

February 24, 2014

May 19, 2014

May 30, 2014

June 23, 2014

September 28, 2015

November 9, 2015

December 14, 2015

November 28, 2016

July 24, 2017

April 23, 2018

October 22, 2018

August 12, 2019

November 25, 2019

June 22, 2020

This motion was seconded by Treasurer Hunter, roll call vote was taken with President Evans, Trustee Lamberti, Vice President Hampton, Secretary Carbrey, Trustee Poppe and Treasurer Hunter aye, 0 nay, 1 absent, motion carried.

13. **Adjournment** – President Evans motioned to adjourn, seconded by Treasurer Hunter, roll call vote was taken with President Evans, Trustee Lamberti, Vice President Hampton, Secretary Carbrey, Trustee Poppe and Treasurer Hunter aye, 0 nay, 1 absent, motion carried and the meeting was adjourned at 8:55 PM.

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

WESTCHESTER PUBLIC LIBRARY

EXECUTIVE SESSION MINUTES

DATE: SEPTEMBER 28, 2020

TIME: 8:18 PM

Held Remotely via Zoom due to the Ongoing COVID 19 Pandemic

At 8:18 PM the Board of Trustees of the Westchester Public Library entered Executive Session pursuant to Section 2 (c) (21) of the Illinois Open Meetings Act for the purpose of discussing the minutes of meetings lawfully closed for purposes of the semi-annual review of Executive Session minutes.

Present: President Demitrus Evans, Treasurer Elizabeth Hunter, Trustee Fred Poppe, Trustee John Lamberti, Secretary Suzanna Carbrey and Vice President Jenice Hampton. Trustee Shannon Flint was absent.

SUBJECT MATTER:

The board discussed whether or not to release the following Executive Session meeting minutes not previously released:

August 12, 2013  
November 11, 2013  
February 24, 2014  
May 19, 2014  
May 30, 2014  
June 23, 2014  
September 28, 2015  
November 9, 2015  
December 14, 2015  
November 28, 2016  
July 24, 2017  
April 23, 2018  
October 22, 2018  
August 12, 2019

The board also discussed whether or not to release the following minutes from Executive Session meetings held subsequent to November 25, 2019, the last meeting held to review Executive Session meeting minutes:

November 25, 2019  
December 9, 2019  
December 16, 2019  
January 27, 2020  
June 8, 2020  
June 22, 2020

At 8:51 PM Treasurer Hunter motioned to adjourn from Executive Session and return to open session, seconded by Trustee Lamberti, roll call vote: President Demitrus Evans, Treasurer Elizabeth Hunter,

Trustee Fred Poppe, Trustee John Lamberti, Secretary Suzanna Carbrey and Vice President Jenice Hampton aye, 0 nays, 1 absent, motion carried.