

MINUTES OF THE OCTOBER 26, 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 7:11 PM by President Demitrus Evans. Present were President Demitrus Evans, Treasurer Elizabeth Hunter, Trustee John Lamberti, Trustee Shannon Flint and Secretary Suzanna Carbrey. Absent was Trustee Fred Poppe. Vice President Jenice Hampton joined at 7:32 PM. Also present via Zoom were Director Fidencio Marbella, Assistant Director Kris Jacobson, Adult Services Manager Patrick Callaghan, Circulation Manager Pat Sinacore, Business Manager Allison Muzal, Technical Services Manager Ryan Flores and Dan Berg with our audit firm Sikich.

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

4. Discussion of FY 2019-2020 Annual Financial Report with Sikich Auditor Dan Berg

Mr. Berg reported that the audit went well and that it would have been completed earlier but Sikich had to wait on IMRF documentation from the village. Because of the missing completed IMRF information, only this part of the audit has a qualified opinion. President Evans asked Mr. Berg to explain the audit process. He explained that this year’s audit was done almost exclusively remotely due to COVID restrictions and he went over the timeline, starting last June.

President Evans then asked Mr. Berg to review the auditor’s communication to the board of trustees, including the adjusting journal entries Sikich requested the library to do. Treasurer Hunter asked for clarification of the need for the adjusting journal entries.

5. Review of Minutes

- A. **Regular Meeting, September 28, 2020** – Trustee Lamberti motioned to approve the minutes as presented, seconded by Secretary Carbrey, roll call vote was taken with President Evans, Trustee Lamberti, Vice President Hampton, Secretary Carbrey, Trustee Flint and Treasurer Hunter aye, 0 nay, 1 absent, motion carried.
- B. **COTW Meeting, October 12, 2020** – Trustee Lamberti motioned to approve the minutes as presented, seconded by Trustee Flint, roll call vote was taken with President Evans, Trustee Lamberti, Vice President Hampton, Secretary Carbrey, Trustee Flint and Treasurer Hunter aye, 0 nay, 1 absent, motion carried.

6. New Business

A. Payment of Bills – Director Marbella highlighted the following expenses:

- \$10,033 to Utica National for commercial and umbrella insurance
- \$2,975 to Nedrow Decorating for repainting the front door canopy
- \$1,532 to the Friends of the Library for their book sales

Motion for approving the payment of bills in the amount of \$37,838.09 was made by Vice President Hampton, seconded by Treasurer Hunter, roll call vote was taken with President Evans, Trustee Lamberti, Vice President Hampton, Secretary Carbrey, Trustee Flint and Treasurer Hunter aye, 0 nay, 1 absent, motion carried.

- B. Report to the Treasurer** - Business Manager Muzal reported that our tax levy income for September was \$8,406.60 and that spending for the fiscal year so far is at 37.07% versus a target of 41.6%. Director Marbella added that Mary Ann Kelley from Inland Bank will be attending the November 9 COTW meeting to discuss collateralization of the library's bank account. President Evans motioned to accept the Report to the Treasurer, seconded by Treasurer Hunter, roll call vote was taken with President Evans, Trustee Lamberti, Vice President Hampton, Secretary Carbrey, Trustee Flint and Treasurer Hunter aye, 0 nay, 1 absent, motion carried.
- C. Reaffirm Policies 2.1.3 Non-Resident Library Cards and 6.81 Firearms and Weapons** – since no changes were suggested at the previous meeting President Evans motioned to reaffirm these policies, seconded by Secretary Carbrey, roll call vote was taken with President Evans, Trustee Lamberti, Vice President Hampton, Secretary Carbrey, Trustee Flint and Treasurer Hunter aye, 0 nay, 1 absent, motion carried.
- D. Sunday Hours** – Library management reported no feedback from patrons regarding Sunday hours, no action taken.
- E. Resolution 2020-03 FY 2021-2022 Levy Request** – The levy resolution was discussed at the October COTW meeting and Director Marbella reported that the library is asking for a 2.5% increase and President Evans asked the board if they had any questions. Hearing none, President Evans motioned to approve Resolution 2020-03, seconded by Vice President Hampton, roll call vote was taken with President Evans, Trustee Lamberti, Vice President Hampton, Secretary Carbrey, Trustee Flint and Treasurer Hunter aye, 0 nay, 1 absent, motion carried.
- F. 2021 Board Meeting Dates, Library Holidays and Quarterly All Staff Meeting Dates** – These dates were discussed at the October COTW meeting and President Evans motioned to approve as presented, seconded by Treasurer Hunter, roll call vote was taken with President Evans, Trustee Lamberti, Vice President Hampton, Secretary Carbrey, Trustee Flint and Treasurer Hunter aye, 0 nay, 1 absent, motion carried.

7. Director's Report

- The library submitted its application for \$5,000 in Coronavirus Relief Funds to Cook County.
- Three new libraries will be joining SWAN effective December 9: Glenside, Warrenville and Roselle.
- RAILS reduced the COVID related quarantine times from seven days to three days.
- The library has a tentative timeline for the front doors/window replacement project: going out for bid on November 23, bids due and opened on December 15, architects' recommendation on lowest responsible bidder by December 17 and board vote on recommendation on December 21.

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

8. Unfinished Business

- A. 2021 Board of Trustees Election** – Director Marbella asked the trustees if there were any questions about running in the 2021 election and noted that Secretary Carbrey will not be running for reelection. Vice President Hampton asked what the deadline was for filing candidate paperwork.
- B. Possible Grants for Natural Gas Generator** – Director Marbella reported that FEMA and IEMA grants were generally focused on first responders, hospitals and water treatment facilities but there may be a Public Library Construction grant available through the Illinois State Library, which the library will explore.
- C. Illinois Municipal League Suit, November 3 Election Day Holiday** – The result of the IML suit against the state is that libraries are not included as a government office and therefore libraries do not have to close on November 3.

9. **Board Member Comments** – President Evans mentioned that she missed the Emily Grasslie program but Assistant Director Jacobson will send a link to the recording to the board. Adult Services Manager Callaghan discussed upcoming programs, including Chicago’s connections to first ladies and an online concert with Celeste Martino. Assistant Director Jacobson discussed the upcoming Winter Reading Club plans and the STEM kits we now have available thanks to the IEEE grant.
10. **Public Comment** – No public comment.
11. **Executive Session** – not needed
12. **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 Flint and Treasurer Hunter aye, 0 nay, 1 absent, motion carried and the meeting was adjourned at 8:12 PM.

Submitted by Fidencio Marbella, Director, Westchester Public Library