

MINUTES OF THE NOVEMBER 9, 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 7:10 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, Adult Services Manager Patrick Callaghan and Mary Ann Kelley with Inland Bank.
3. **Public Comment** – No public comment.
4. **Discussion Items**
 - A. **Mary Ann Kelley with Inland Bank Discussing Collateralization Requirements** – Director Marbella asked Mary Ann Kelley from Inland Bank to explain their collateralization procedures should the library wish to deposit additional funds with Inland. Ms. Kelley explained that the collateralization of slightly more than one million is in addition to the \$250,000 FDIC insurance, so between the collateralization and the FDIC, the library can deposit approximately \$350,000 more. Inland will get Director Marbella CD rates and terms in case the board wants to invest additional funds in Inland CDs.
 - B. **Library Improvements** – Director Marbella updated the board with the front door/window replacement timeline. The public bid notice will run on November 19 in Suburban Life, Product Architecture will begin accepting bids on November 23, pre-bid meeting is on December 2 at 9 AM, bids due and opened on December 15, board gets recommendation letter on December 18 and the board selects the lowest responsible bidder on December 21. Forgotten Chicago will be presenting via Zoom on November 12 and Director Marbella will be looking into any 2021 Public Library Construction grants that may become available.
 - C. **Review of Serving Our Public 4.0, Chapter 4 Access, Chapter 5 Building Infrastructure and Maintenance and Chapter 6 Safety** – Director Marbella reviewed these three chapters from Serving Our Public with the Board in order to meet 2021 Per Capita grant requirements. Treasurer Hunter asked if better access to our website could be achieved through use of software such as Audio Eye. The library will look into this with our IT consultant. Chapter 6 sparked a discussion on whether or not libraries should be in a position of administering Narcan to patrons who may have overdosed on opioids. Director Marbella and staff did not want to be placed into the position of administering Narcan and would rather leave that in the hands of trained first responders. Vice President Hampton asked if the library has security cameras and Treasurer Hunter asked if there was a sign posted about the cameras.
5. **Unfinished Business** – None
6. **Board Member Comments** – President Evans asked if the library has any program in place about helping patrons create a vlog or other online presence. Assistant Director Jacobson said that marketing librarian Lisa Martin is working on videos to do just that. Treasurer Hunter asked about the consolidation plans in Adult non-fiction.

7. **Public Comment** – No public comment.
8. **Executive Session** – The board opted to defer the executive session for the annual Director’s Review until December.
9. **Adjournment** – Trustee Poppe motioned to adjourn at 7:59 PM, seconded by Trustee Lamberti, 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