

MINUTES OF THE NOVEMBER 23, 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, Vice President Jenice Hampton 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 7:12 PM by Vice President Jenice Hampton. Present were Vice President Jenice Hampton, Treasurer Elizabeth Hunter, Trustee John Lamberti and Secretary Suzanna Carbrey. Absent was Trustee Fred Poppe, President Demitrus Evans and Trustee Shannon Flint. Also present via Zoom were Director Fidencio Marbella, Assistant Director Kris Jacobson, and Business Manager Allison Muzal.

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

4. Review of Minutes

A. **Regular Meeting, October 26, 2020** – Trustee Lamberti motioned to approve the minutes as presented, seconded by Vice President Hampton, roll call vote was taken with Vice President Hampton, Trustee Lamberti, Secretary Carbrey and Treasurer Hunter aye, 0 nay, 3 absent, motion carried.

B. **COTW Meeting, November 9, 2020** – Trustee Lamberti motioned to approve the minutes as presented, seconded by Secretary Carbrey, roll call vote was taken with Vice President Hampton, Trustee Lamberti, Secretary Carbrey and Treasurer Hunter aye, 0 nay, 3 absent, motion carried.

5. New Business

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

- \$660.00 to Esscoe for the annual fire system inspection.
- \$1,505.00 to Tressler for the work our attorneys did on the board election packet and their research on the board terms.
- \$4,550 to Value Line for the Value Line database.

Motion for approving the payment of bills in the amount of \$36,412.15 was made by Vice President Hampton, seconded by Secretary Carbrey, roll call vote was taken with Vice President Hampton, Trustee Lamberti, Secretary Carbrey and Treasurer Hunter aye, 0 nay, 3 absent, motion carried.

B. **Report to the Treasurer** - Business Manager Muzal reported that our tax levy income for October was \$51,465.44, that spending for the fiscal year so far is at 44% versus a target of 50% and that the library continues to maintain sufficient reserves to cover over six months of operating expenses. Treasurer Hunter motioned to accept the Report to the Treasurer, seconded by Trustee Lamberti, roll call vote was taken with Vice President Hampton, Trustee Lamberti, Secretary Carbrey and Treasurer Hunter aye, 0 nay, 3 absent, motion carried.

C. **Invest Additional Reserve Funds in CDs with Inland Bank** – this item was tabled since Inland Bank, due to their closure for flooding damage and for Covid, was unable to provide Director Marbella with current CD rates, no action taken.

6. Director’s Report

- Director Marbella reported that the library received the 2020 Per Capita funding for \$20,897.50.

- The library also won the PPE Reimbursement grant for \$500.00 but did not win this year's Back to Books grant. This year's emphasis was on helping those libraries with relatively low per capita income.
- RAILS won a grant from the state for \$125,000, which will go towards additional K-12 e-book titles accessible through E-Read Illinois.
- The library received a commitment from Chicago Tribune columnist Mary Schmich to do a Zoom program, probably this January.

Treasurer Hunter motioned to accept the Director's Report, seconded by Secretary Carbrey, roll call vote was taken with Vice President Hampton, Trustee Lamberti, Secretary Carbrey and Treasurer Hunter aye, 0 nay, 3 absent, motion carried.

7. Unfinished Business

- A. Audio Eye** – Director Marbella reported that the library will be looking into the Audio Eye software with Versatile, our IT consultant.
- B. Cook County Stay at Home Advisory** – Director Marbella reported that out of 100 SWAN libraries, 63 have closed their doors while 37 are still open. He suggested that the library remain open for now unless a mandatory order comes through. Vice President Hampton asked if any staff members have had Covid; so far none.

8. Board Member Comments – Treasurer Hunter thanked the staff for their efforts to help keep the library open.

9. Public Comment – No public comment.

10. Executive Session – Vice President Hampton 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 the 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 Trustee Lamberti, roll call vote was taken with Vice President Hampton, Trustee Lamberti, Secretary Carbrey and Treasurer Hunter aye, 0 nay, 3 absent, motion carried and the board entered the closed Executive Session at 7:30 PM.

11. Determination of Minutes of Executive Meetings – the Board reentered the open session at 8:02 PM. Secretary Carbrey motioned that having reviewed the minutes of all closed meetings, the Board has determined that the closed meeting minutes of

- August 12, 2013
- November 11, 2013
- February 24, 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
- September 28, 2020

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

May 19, 2014

May 30, 2014

June 23, 2014

This motion was seconded by Trustee Lamberti, roll call vote was taken with Vice President Hampton, Trustee Lamberti, Secretary Carbrey and Treasurer Hunter aye, 0 nay, 3 absent, motion carried.

- 12. Adjournment** – Vice President Hampton motioned to adjourn, seconded by Treasurer Hunter, roll call vote was taken with Vice President Hampton, Trustee Lamberti, Secretary Carbrey and Treasurer Hunter aye, 0 nay, 3 absent, motion carried and the meeting was adjourned at 8:09 PM.

Submitted by Fidencio Marbella, Director, Westchester Public Library