

MINUTES OF THE DECEMBER 14, 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 7:17 PM by President Demitrus Evans. Present were President Demitrus Evans, Secretary Suzy Carbrey, Trustee John Lamberti and Vice President Jenice Hampton. Treasurer Elizabeth Hunter joined at 7:20 PM and Trustee Shannon Flint was absent. Also present were Director Fidencio Marbella, Business Manager Allison Muzal, Assistant Director Kristen Jacobson, Adult Services Manager Patrick Callaghan, Circulation Manager Pat Sinacore and Technical Services Manager Ryan Flores.
3. **Public Comment** – No public comment.
4. **Discussion Items**
 - A. **Library Improvements** – Director Marbella reported that the bid opening for the front door and window replacement project will be tomorrow, December 15 at 2:00 PM. The library had not yet received any bids but several were expected tomorrow. The architects from Product Architecture will review the bids and provide the library with their recommendation by Friday, December 18, in time for the board to vote on Monday, December 21 at the Regular Meeting. There is an upcoming Adult program on December 17 with singer Celeste Martino.
 - B. **Review of Serving Our Public 4.0, Chapter 7 Collection Management, Chapter 8 System Member Responsibility and Resource Sharing and Chapter 9 Public Services and Reader’s Advisory Services** – Director Marbella reviewed these three chapters from Serving Our Public with the Board in order to meet 2021 Per Capita grant requirements. He reported that the library spends approximately 12% of the budget on the collection. During the Chapter 8 discussion, the director mentioned that through OCLC, a library can request items from anywhere in the world. Trustee Lamberti recommended that staff become involved with some of the RAILS and SWAN selection committees. For the Chapter 9 discussion the staff reported on the books the library owns in different languages. Trustee Lamberti asked how the library goes about evaluating its reference services.
 - C. **Resolution 2020-04 Declaring a Vacancy for Trustee of the Westchester Public Library in the 2021 Election** – Director Marbella explained this resolution was written by the library’s attorneys to both address the vacancy that arose from the passing of Trustee Fred Poppe and to honor his service to the library. The board also discussed who may be running for reelection and how to go about getting the necessary signatures for their paperwork.
5. **Unfinished Business** – none
6. **Board Member Comments** – President Evans asked what the library’s process is for replacing library cards. Trustee Lamberti and President Evans asked for thoughts on Trustee Poppe. Treasurer Hunter stated that Trustee Poppe made the meetings fun and that it was a joy to be on the board with him. Trustee Poppe made a lasting difference to the Westchester Public Library, to the Village of Westchester, to the Library Board and to the director. His experience, his knowledge and his guidance is irreplaceable and will be truly missed. The board wishes to extend their condolences and sorrow to the family of Trustee Fred Poppe.
7. **Public Comment** – No public comment.

8. **Executive Session** – The board opted to defer the executive session for the annual Director’s Review until January, 2020.
9. **Adjournment** – President Evans motioned to adjourn, seconded by Trustee Lamberti, roll call vote was taken with President Evans, Treasurer Hunter, Vice President Hampton, Secretary Carbrey and Trustee Lamberti aye, 0 nay, 1 absent, motion carried and the meeting was adjourned at 8:03 PM.

Submitted by Fidencio Marbella, Director, Westchester Public Library