

# MINUTES OF THE JANUARY 11, 2021 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 7:05 PM by President Demitrus Evans. Present were President Demitrus Evans, Secretary Suzy Carbrey, Trustee John Lamberti, Trustee Shannon Flint, Treasurer Elizabeth Hunter and Vice President Jenice Hampton. 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, Horcher Construction References** – Director Marbella reported that our architect Alex Krug from Product Architecture and Design obtained three references for Horcher Construction – Poplar Creek Public Library, Transform Holdco (formerly Sears Holdings) and the National Board of Osteopathic Medical Examiners. All three references had positive things to say about Horcher and all three were happy with the work done and would use Horcher again. Trustee Flint was pleased with the variety of the references.
  - B. **Review of Serving Our Public 4.0, Chapter 10 Programming and Chapter 11 Youth/Young Adult Services** – Director Marbella reviewed Chapter 10 and discussed the library’s proposed programming consortium, which has been in the works with RAILS since last October. For Chapter 11 Assistant Director Jacobson described the library’s efforts to conduct collection diversity audits and virtual teen volunteer opportunities. Trustee Lamberti asked about usage of the Teen room.
  - C. **Review Policies 4.15 Use of Meeting Rooms, 6.39 Electronic Technologies, 6.62 Personal Leaves of Absence Without Pay and 6.66 Paid Holidays** – Director Marbella suggested skipping the review of 4.15 for now since meeting rooms will not be available for the foreseeable future. On Policy 6.39 Director Marbella indicated that the library was purchasing equipment to use in creating videos and other online content in lieu of staff using their own personal equipment. For 6.62 Director Marbella explained that this policy would take effect after all paid time off and FMLA leave has been used. Treasurer Hunter asked how this policy would work with the Families First Coronavirus Relief Act. President Evans asked if any staff members contracted COVID-19. Director Marbella requested that any discussion for 6.66 be deferred until he and the management team could review and compare the holiday eligibility with the eligibility for personal days, birthdays and anniversary days.
5. **Unfinished Business** – Director Marbella asked Treasurer Hunter and Vice President Hampton if they had successfully submitted their election paperwork. Treasurer Hunter was unsure if everything was complete so Director Marbella will follow up with the village. He also asked if any board members would be interested in information for running as a write-in candidate and what the options would be as far as appointing individuals to the board after the April election.
6. **Board Member Comments** – President Evans suggested that the library host or organize a forum or program on the topic of the current divisiveness in the country. The library will investigate potential speakers or moderators for such an event.

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

8. **Executive Session** – Purpose – Discussion of Personnel

Motion: “I move the Board go into Executive Session for the Purpose of Discussing the Library Director’s annual review pursuant to Section 2 (c) (1) of the Illinois Open Meetings Act.”

The Executive Session was not held as the board discussed only the method for conducting the director’s annual review. Trustee Lamberti suggested trying to standardize the process. President Evans asked the department heads if they had any comments to add aside from the director’s review. Technical Services Manager Flores reported on the Adult Fiction diversity audit. Adult Services Manager Patrick Callaghan mentioned a patron who has been coming in to teach his online classes to his students in Japan. Circulation Manager Sinacore told how many favorable comments we’re getting from patrons (including many from other libraries) about our library staying open. Assistant Manager Jacobson complimented her staff for their efforts in creating online content.

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 (Trustee Flint had to leave the meeting at 8:37 PM), motion carried and the meeting was adjourned at 8:51 PM.

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