

# MINUTES OF THE JANUARY 25, 2021 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 7:09 PM by President Demitrus Evans. Present were President Demitrus Evans, Treasurer Elizabeth Hunter, Secretary Suzanna Carbrey and Trustee Shannon Flint. Vice President Jenice Hampton joined at 7:25 PM and Trustee John Lamberti was absent. Also present were Director Fidencio Marbella, Business Manager Allison Muzal, Assistant Director Kris Jacobson, Technical Services Manager Ryan Flores, Circulation Manager Pat Sinacore and Adult Services Manager Patrick Callaghan.

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

## 4. Review of Minutes

A. **Regular Meeting, December 21, 2020** – President Evans motioned to approve the minutes as presented, seconded by Treasurer Hunter, roll call vote was taken with President Evans, Treasurer Hunter, Secretary Carbrey and Trustee Flint aye, 0 nay, 2 absent, motion carried.

B. **COTW Meeting, January 11, 2021** – Treasurer Hunter motioned to approve the minutes as presented, seconded by Trustee Flint, roll call vote was taken with President Evans, Treasurer Hunter, Secretary Carbrey and Trustee Flint aye, 0 nay, 2 absent, motion carried.

## 5. New Business

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

- \$19,168.52 for two months of health care premiums and the December newsletter to the village
- \$7,245 to SWAN for our quarterly membership fees and for our Ebsco group purchase databases
- \$1,691.81 to Children’s Plus for youth books
- \$949.82 to the Friends of the Library for their book sale proceeds

President Evans motioned to approve the payment of bills in the amount of \$63,284.76, seconded by Secretary Carbrey, roll call vote was taken with President Evans, Treasurer Hunter, Secretary Carbrey and Trustee Flint aye, 0 nay, 2 absent, motion carried.

B. **Report to the Treasurer** – Business Manager Muzal reported that in December the library received \$2,303.85 of non-budgeted revenue and that the library continues to maintain sufficient reserves to cover six months of operating expenses. With the fiscal year 2/3 over, the library has so far spent 59.5% of its budget. President Evans motioned to approve the Report to the Treasurer, seconded by Treasurer Hunter, roll call vote was taken with President Evans, Treasurer Hunter, Secretary Carbrey and Trustee Flint aye, 0 nay, 2 absent, motion carried.

## 6. Director’s Report

- Director Marbella reported that an organization approached the library about becoming a COVID 19 vaccination site for eligible Westchester residents by appointment only. Trustee Flint thought this would be a great way to support the community and Secretary Carbrey mentioned that previous vaccination events she’s seen went fairly smoothly using the by appointment model.

- Assistant Director Jacobson discussed the February 18 program she is organizing with Ted Williams III from Kennedy King College. President Evans will moderate the program.
- Director Marbella asked the board if any of the board members would want to attend the February 19 Illinois Library Association's virtual legislative meet-up.

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

**7. Unfinished Business**

- A. Natural Gas Generator** – Director Marbella discussed with the board on whether or not the library should apply for the public library construction grant and get additional information needed for that grant application from the library's engineering firm.
- B. April Election** – Director Marbella, after consulting with the library's attorneys, discussed what the board's options would be in the event there are not enough candidates running in the April election to form a full seven member board.

**8. Board Member Comments** – none

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

**10. Executive Session** – At 7:51 PM President Evans motioned to enter 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, seconded by Trustee Flint, roll call vote was taken with President Evans, Vice President Hampton, Treasurer Hunter, Secretary Carbrey and Trustee Flint aye, 0 nay, 1 absent, motion carried and the board entered Executive Session.

At 8:27 PM the board returned to Open Session.

**11. Adjournment** – Trustee Flint motioned to adjourn, seconded by Vice President Hampton, roll call vote was taken with President Evans, Vice President Hampton, Treasurer Hunter, Secretary Carbrey and Trustee Flint aye, 0 nay, 1 absent, motion carried and the meeting was adjourned at 8:29 PM.

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