

MINUTES OF THE DECEMBER 21, 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, 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 7:06 PM by President Demitrus Evans. Present were President Demitrus Evans, Vice President Jenice Hampton, Trustee John Lamberti, Trustee Shannon Flint and Secretary Suzanna Carbrey. Treasurer Elizabeth Hunter joined the meeting at 7:14 PM. Also present were Director Fidencio Marbella, Business Manager Allison Muzal and Adult Services Manager Patrick Callaghan as well as Alex Krug and Dan Pohrte with Product Architecture+Design.

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

4. Review of Minutes

- A. **Regular Meeting, November 23, 2020** – Trustee Lamberti motioned to approve the minutes as presented, seconded by President Evans, roll call vote was taken with President Evans, Trustee Lamberti, Vice President Hampton, Treasurer Hunter, Secretary Carbrey and Trustee Flint aye, 0 nay, motion carried.
- B. **COTW Meeting, December 14, 2020** – Vice President Hampton motioned to approve the minutes as presented, seconded by Secretary Carbrey, roll call vote was taken with President Evans, Trustee Lamberti, Vice President Hampton, Treasurer Hunter, Secretary Carbrey and Trustee Flint aye, 0 nay, motion carried.

5. New Business

- A. **Selection of Winning Bid for Front Door and Window Replacement Project** – Mr. Pohrte reported that on December 15 the library received eight bids prior to the bid opening deadline of 2:00 PM with Horcher Construction the low bid at \$78,708 and an additional \$3,995 for the alternate one wooden ramp. The Horcher bid included substituting the Dormakaba door system as an alternative to the Stanley door system, which was approved prior to the bid opening by the architects. Trustee Lamberti asked what experience the architects had with Horcher. Product Architecture has not previously worked with Horcher but was comfortable with the scope review and will contact references for additional information. Vice President Hampton asked what the spread was between the lowest and highest bids. Mr. Pohrte responded that the high bid was \$111,000 and the low was \$78,708. Treasurer Hunter asked what the warranty was on the Dormakaba product. Mr. Pohrte will look into this. Trustee Lamberti motioned to approve Horcher Construction’s bid not to exceed the amount of \$86,333 which includes an 8% contingency and pending the receipt of positive references from previous customers, seconded by Vice President Hampton, roll call vote was taken with President Evans, Trustee Lamberti, Vice President Hampton, Treasurer Hunter, Secretary Carbrey and Trustee Flint aye, 0 nay, motion carried.
- B. **Payment of Bills** – Director Marbella highlighted the following expense:
- \$18,768.52 for two months of health care premiums to the village
 - \$2,000 to Product Architecture+Design for their work to date on the front door replacement
 - \$2,500 to Sikich for the completion of the FY 2019-2020 audit
 - \$3,526.56 to CDW-G for three additional laptops for staff use

President Evans asked what the payment to Ollis Books was for. This was for purchasing children’s books for the Youth department. President Evans motioned to approve the payment of bills in the

amount of \$52,957.80, seconded by Trustee Lamberti, roll call vote was taken with President Evans, Trustee Lamberti, Vice President Hampton, Treasurer Hunter, Secretary Carbrey and Trustee Flint aye, 0 nay, motion carried.

C. Report to the Treasurer – Business Manager Muzal reported that the library did not receive any tax levy income in November but did receive \$5,000 in Coronavirus Relief Funds from Cook County, \$4,291.01 in PPRT income and \$1,207 from the IEEE grant and that the library continues to maintain sufficient reserves to cover six months of operating expenses. Treasurer Hunter motioned to accept the Report to the Treasurer, seconded by President Evans, roll call vote was taken with President Evans, Trustee Lamberti, Vice President Hampton, Treasurer Hunter, Secretary Carbrey and Trustee Flint aye, 0 nay, motion carried.

D. Resolution 2020-04 Declaring a Vacancy for Trustee of the Westchester Public Library in the 2021 Election – Resolution 2020-04 was needed to declare the board vacancy caused by the passing of Trustee Fred Poppe on November 26, 2020. President Evans motioned to adopt Resolution 2020-04, seconded by Vice President Hampton, roll call vote was taken with President Evans, Trustee Lamberti, Vice President Hampton, Treasurer Hunter, Secretary Carbrey and Trustee Flint aye, 0 nay, motion carried.

6. Director's Report

- Adult Services Manager Patrick Callaghan reported that the library had over seventy participants for the Celeste Martino Zoom concert.
- Youth is already preparing for the 2021 Summer Reading Program, anticipating that we may have to pivot between in-person or online only services.
- Director Marbella reported on several favorable comments the library has received from patrons of other towns whose home libraries have closed, thanking us for keeping our doors open. President Evans motioned to accept the Director's Report, seconded by Secretary Carbrey, roll call vote was taken with President Evans, Trustee Lamberti, Vice President Hampton, Treasurer Hunter, Secretary Carbrey and Trustee Flint aye, 0 nay, motion carried.

7. Unfinished Business

A. Natural Gas Generator – Director Marbella asked the board if they did still want to proceed with the idea of a natural gas backup generator. President Evans thought the library should. Trustee Flint asked what other facilities in the village have backup generators while Treasurer Hunter asked if the library had a generator, would the village's emergency services be able to provide staffing assistance. Director Marbella also asked the board for their thoughts on making Covid vaccinations, when they become available, mandatory for library staff.

8. Board Member Comments – none

9. Public Comment – No public comment.

10. Executive Session – Not needed

11. Adjournment – Secretary Carbrey motioned to adjourn, seconded by Trustee Lamberti, roll call vote was taken with President Evans, Trustee Lamberti, Vice President Hampton, Treasurer Hunter, Secretary Carbrey and Trustee Flint aye, 0 nay, motion carried and the meeting was adjourned at 7:52 PM.

Submitted by Fidencio Marbella, Director, Westchester Public Library