

MINUTES OF THE MARCH 22, 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 7:20 PM by President Demitrus Evans. Present were President Demitrus Evans, Secretary Suzanna Carbrey, Trustee John Lamberti and Trustee Shannon Flint. Treasurer Elizabeth Hunter and Vice President Jenice Hampton were 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, February 22, 2021** – Trustee Lamberti motioned to approve the minutes as presented, seconded by Secretary Carbrey, roll call vote was taken with President Evans, Secretary Carbrey, Trustee Lamberti and Trustee Flint aye, 0 nay, 2 absent, motion carried.

B. **COTW Meeting, March 8, 2021** – President Evans motioned to approve the minutes as presented, seconded by Trustee Lamberti, roll call vote was taken with President Evans, Secretary Carbrey, Trustee Lamberti and Trustee Flint aye, 0 nay, 2 absent, motion carried.

5. New Business

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

- \$18,768 to the Village of Westchester for two months of health insurance premiums.
- \$3,000 to Lyceum was the down payment for Alex Kotlowitz’s speaker’s fee for our programming consortium, which will be divided among the consortium members.
- \$750 to Flute Juice for the History of Jazz program.
- \$771 to the Friends for their book sale revenue from Jan. 1 through March 17, 2021.

Trustee Lamberti asked how the consortium libraries will repay Westchester for the Kotlowitz event. RAILS will invoice each library and then reimburse Westchester. President Evans motioned to approve the payment of bills in the amount of \$44,517.18, seconded by Secretary Carbrey, roll call vote was taken with President Evans, Secretary Carbrey, Trustee Lamberti and Trustee Flint aye, 0 nay, 2 absent, motion carried.

B. **Report to the Treasurer** – Business Manager Muzal reported that in February the library received \$50,398 of tax levy income and that the library continues to maintain sufficient reserves to cover six months of operating expenses. With the fiscal year 83% over, the library is still under budget, partly due to lower programming costs and reduced use of supplies. President Evans motioned to approve the Report to the Treasurer, seconded by Secretary Carbrey, roll call vote was taken with President Evans, Secretary Carbrey, Trustee Lamberti and Trustee Flint aye, 0 nay, 2 absent, motion carried.

C. **Reaffirm Policies 4.16 Surveillance Security Cameras, 6.2 Job Openings, 6.27 Personal Appearance and 6.73 Personnel Files** – President Evans motioned to reaffirm, seconded by Secretary Carbrey, roll call vote was taken with President Evans, Secretary Carbrey, Trustee Lamberti and Trustee Flint aye, 0 nay, 2 absent, motion carried.

- D. FY 2021-2022 Westchester Public Library Budget** – Business Manager Muzal highlighted the changes in the proposed budget, including increases in the payroll and benefits line items. Trustee Lamberti asked if the board should hold off on approving the budget until the two absent board members were present. After discussion, the board voted on the budget, President Evans motioned to approve, seconded by Secretary Carbrey, roll call vote was taken with President Evans, Secretary Carbrey, Trustee Lamberti and Trustee Flint aye, 0 nay, 2 absent, motion carried.

6. Director's Report

- Director Marbella reported that the new uninterrupted power supply (UPS) was installed in the server room.
- A television screen was installed behind the Circulation desk to use in promoting upcoming library programs and events.
- Assistant Director Jacobson discussed this year's Summer Reading Program.

President Evans motioned to accept the Director's Report, seconded by Trustee Flint roll call vote was taken with President Evans, Secretary Carbrey, Trustee Lamberti and Trustee Flint aye, 0 nay, 2 absent, motion carried.

7. Unfinished Business

- A. Park District Memorial Day Event, May 31, 2021, 10:00 AM** – Director Marbella notified the board that the Park District will be having a Memorial Day ceremony this year and asked if anyone from the library board will be attending. The Park District will need to know by the beginning of May.

8. Board Member Comments – None

9. Public Comment – No public comment.

- 10. Executive Session** – At 7:53 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 Lamberti, roll call vote was taken with President Evans, Secretary Carbrey, Trustee Lamberti and Trustee Flint aye, 0 nay, 2 absent, motion carried.

At 8:26 PM the board returned to Open Session, present were President Evans, Secretary Carbrey, Trustee Lamberti and Trustee Flint. Also present were Director Marbella, Assistant Director Jacobson and Business Manager Muzal.

- 11. Adjournment** – President Evans motioned to adjourn, seconded by Trustee Flint, roll call vote was taken with President Evans, Secretary Carbrey, Trustee Lamberti and Trustee Flint aye, 0 nay, 2 absent, motion carried and the meeting was adjourned at 8:28 PM.

Submitted by Fidencio Marbella, Director, Westchester Public Library