

# MINUTES OF THE APRIL 12, 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 7:04 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 7:15 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** – the revised tentative timeline for the window and front door replacement project has the work starting on Tuesday, May 18 and completed by Friday, May 28. When the front doors are inaccessible, patrons will temporarily use the side entrance on the north side of the building. Regarding the water meter replacement, the permit has been pulled and we’re awaiting the delivery of the two new water meters from the village. April 14 is the date of the joint RAILS program with authors John Sandford and Carl Hiaasen. We have close to ninety libraries participating. Director Marbella also discussed the natural gas backup generator plan. The grant we had planned on applying for would not be a good fit, according the state library’s grant coordinator but with the passage of the CARES Act and with a potential \$1.9 trillion infrastructure plan there may be additional grants we could apply for.
  - B. **Review of Policies 6.13 Family Medical and Leave Act, 6.68 Health Insurance, 6.71 COBRA Benefits, 7.1 Board Member Reimbursement Expenses and 7.2 Board Member Contact** – the Board had no suggestions for changes to 6.13, 6.71, 7.1 or 7.2 but did have a discussion about 6.68 concerning the employee share of the health and dental premiums they pay. Director Marbella will try to find out what the village administrative employees pay.
  - C. **Resolution 2021-1 Non-Resident Cards** – Director Marbella discussed this annual resolution authorizing non-resident cards and how the cost was calculated.
  - D. **Department Manager Reports** – Assistant Director Jacobson discussed this year’s summer reading program with the theme “Reading Colors Your World” with activities being planned that would work both remotely and in person. Adult Services Manager Callaghan discussed the role Adult has been playing in assisting patrons with finding and scheduling COVID vaccines. Circulation Manager Sinacore reported that foot traffic among children seems to be on the rise. Technical Services Manager Flores talked about the book buyback program from Baker & Taylor.
  - E. **Board Openings/Appointments** – Director Marbella reported the results of the April election with Vice President Hampton and Treasurer Hunter being reelected, which means the board will have four openings. The openings will be posted in the library, on the website and online with an application deadline of Friday, May 7 and interviews beginning on May 10.

**5. Unfinished Business**

**A. Vaccinations** – Director Marbella discussed with the attorneys the possibility making COVID vaccines mandatory for staff. Their recommendation, at this point, was not to, at least until the vaccines have received full FDA approval.

**6. Board Member Comments** – Treasurer Hunter again wanted to thank the Adult department for assisting patrons with scheduling COVID vaccines. She also complimented the library on the upcoming John Sandford/ Carl Hiaasen program.

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

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

President Evans motioned that 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, seconded by Trustee Lamberti, roll call vote was taken with President Evans, Treasurer Hunter, Vice President Hampton, Trustee Lamberti and Secretary Carbrey aye, 0 nay, 1 absent, motion carried and the board entered Executive Session at 7:45 PM.

The board reentered the open session at 8:18 PM. Present were President Evans, Treasurer Hunter, Vice President Hampton, Trustee Lamberti and Secretary Carbrey. Staff present included Director Marbella and Assistant Director Jacobson. President Evans requested another Executive Session for completion of the Director’s review at the April 26 Regular Meeting.

**9. Adjournment** – President Evans motioned to adjourn, seconded by Vice President Hampton, 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 8:20 PM.

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