

MINUTES OF THE FEBRUARY 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 7:07 PM by President Demitrus Evans. Present were President Demitrus Evans, Vice President Jenice Hampton, Secretary Suzanna Carbrey, Trustee John Lamberti and Trustee Shannon Flint. Treasurer Elizabeth Hunter joined at 7:15 PM. 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, January 25, 2021** – Trustee Lamberti motioned to approve the minutes as presented, seconded by Trustee Flint, roll call vote was taken with President Evans, Vice President Hampton, Secretary Carbrey, Trustee Lamberti and Trustee Flint aye, 0 nay, 1 absent, motion carried. There was no COTW meeting on February 8 as the board did not have a quorum.

5. New Business

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

- \$500 to Mary Schmich for the Zoom program we had with her.
- \$1,400 to the library attorneys from Tressler for consultations on the election, the contract with Horcher Construction and COVID-19.
- \$1,632 to the Village of Westchester for the permit required for the front door and window replacement.

President Evans motioned to approve the payment of bills in the amount of \$24,380, seconded by Secretary Carbrey, roll call vote was taken with President Evans, Vice President Hampton, Secretary Carbrey, Trustee Lamberti, Treasurer Hunter and Trustee Flint aye, 0 nay, motion carried.

B. **Report to the Treasurer** – Business Manager Muzal reported that in January the library received \$1,972.63 of non-budgeted revenue and that the library continues to maintain sufficient reserves to cover six months of operating expenses. With the fiscal year 3/4 over, the library has so far spent 66.7% of its budget. Vice President Hampton motioned to approve the Report to the Treasurer, seconded by Trustee Flint, roll call vote was taken with President Evans, Vice President Hampton, Secretary Carbrey, Trustee Lamberti, Treasurer Hunter and Trustee Flint aye, 0 nay, motion carried.

C. **Reaffirm Policies 6.39 Electronic Technologies and 6.62 Personal Leave of Absence without Pay** – President Evans motioned to reaffirm, seconded by Trustee Flint, roll call vote was taken with President Evans, Vice President Hampton, Secretary Carbrey, Trustee Lamberti, Treasurer Hunter and Trustee Flint aye, 0 nay, motion carried.

6. Director’s Report

- Director Marbella reported that the RAILS Programming Consortium that our library is spearheading has so far had 77 libraries join in for the April John Sandford event and 30 libraries for the May Alex Kotlowitz event.

- Horcher Construction is still on track for an early April start date for the front door replacement.

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

7. Unfinished Business

- A. Review Serving Our Public 4.0, Chapter 12 Technology and Chapter 13 Marketing, Promotion and Collaboration** – The library staff and board discussed how the library is performing in meeting the Chapter 12 and 13 standards. President Evans asked if the library offers faxing (we do not) and how the library handles its long term technology planning. Adult Services Manager Callaghan discussed the library's assistive computer station.
- B. Proposed FY 2021-2022 Budget** – Business Manager Muzal discussed what will be changing in the upcoming budget for FY 2021-2022. Expenses will generally remain the same with the exception of benefits (rising health care costs) and wages (rising minimum wage). Treasurer Hunter asked if the library was confident in receiving the full amount of the taxes that were levied.

8. Board Member Comments – Treasurer Hunter expressed her appreciation for the forward thinking done by the library staff.

9. Public Comment – No public comment.

10. Executive Session – At 8:06 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, Vice President Hampton, Secretary Carbrey, Trustee Lamberti, Treasurer Hunter and Trustee Flint aye, 0 nay, motion carried and the board entered Executive Session.

At 9:00 PM the board returned to Open Session.

11. Adjournment – Trustee Flint motioned to adjourn, seconded by Secretary Carbrey, roll call vote was taken with President Evans, Vice President Hampton, Secretary Carbrey, Trustee Lamberti, Treasurer Hunter and Trustee Flint aye, 0 nay, motion carried and the meeting was adjourned at 9:02 PM.

Submitted by Fidencio Marbella, Director, Westchester Public Library