

# MINUTES OF THE APRIL 26, 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 7:02 PM by President Demitrus Evans. Present were President Demitrus Evans, Secretary Suzanna Carbrey, Trustee John Lamberti and Trustee Shannon Flint. Treasurer Elizabeth Hunter joined at 7:10 PM and Vice President Jenice Hampton joined at 7:19 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, March 22, 2021** – Trustee Lamberti motioned to approve the minutes as presented, seconded by President Evans, 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, April 12, 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.

## 5. New Business

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

- \$7,245 to SWAN for our quarterly SWAN membership services fee.
- Villa Landscaping for \$5,375 for the winter season snow removal.
- \$4,922 to InfoUSA for the Reference USA database.

President Evans motioned to approve the payment of bills in the amount of \$56,030.18, seconded by Trustee Flint, roll call vote was taken with President Evans, Secretary Carbrey, Trustee Lamberti, Treasurer Hunter and Trustee Flint aye, 0 nay, 1 absent, motion carried.

B. **Report to the Treasurer** – Business Manager Muzal reported that in March the library received \$570,184 of tax levy income and that the library continues to maintain sufficient reserves to cover six months of operating expenses. With the fiscal year 91.7% over, the library is still under budget by about 7%. Treasurer Hunter motioned to approve the Report to the Treasurer, seconded by Trustee Lamberti, roll call vote was taken with President Evans, Secretary Carbrey, Trustee Lamberti, Treasurer Hunter and Trustee Flint aye, 0 nay, 1 absent, motion carried.

C. **Reaffirm Policies 5.13 Family Medical and Leave Act, 6.71 COBRA Benefits Continuation, 7.1 Board Member Reimbursement and 7.2 Board Member Contact** – President Evans motioned to reaffirm, seconded by Trustee Flint, roll call vote was taken with President Evans, Secretary Carbrey, Trustee Lamberti, Treasurer Hunter and Trustee Flint aye, 0 nay, 1 absent, motion carried.

D. **Reaffirm or Amend Policy 6.68 Health Insurance** – At the April 12 COTW meeting the board requested information on the rates at which the village administrative employees pay for their health care – which is a 90/10 split. After discussion and after input from the department heads, the

board opted to keep the library rates at the current graduated scale. President Evans motioned to reaffirm 6.68, seconded by Trustee Flint, roll call vote was taken with President Evans, Secretary Carbrey, Trustee Lamberti, Treasurer Hunter, Vice President Hampton and Trustee Flint aye, 0 nay, motion carried.

- E. Resolution 2021-1 Non-Resident Cards** – Treasurer Hunter motioned to approve Resolution 2021-1 Non-Resident Cards as presented, seconded by Secretary Carbrey, roll call vote was taken with President Evans, Secretary Carbrey, Trustee Lamberti, Treasurer Hunter, Vice President Hampton and Trustee Flint aye, 0 nay, motion carried.

## **6. Director's Report**

- Director Marbella reported that the John Sandford/Carl Hiaasen program went very well, with attendees from several different states and even from overseas. Attendance was disappointing at 965 but the recordings that each participating library received are getting many views.
- RAILS has eliminated the required quarantine period but after discussions with the Circulation staff, their preference was to keep a twenty four hour quarantine for now.
- Kris and Allison have been working on the payroll transition from ADP back to Paylocity.

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

## **7. Unfinished Business**

- A. Update on Board Candidate Posting** – There have been no applications to fill the four board openings yet. The library will post a notice on Facebook to try and get some interest.

## **8. Board Member Comments** – None

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

- 10. Executive Session** – At 7:45 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, Secretary Carbrey, Trustee Lamberti, Treasurer Hunter, Vice President Hampton and Trustee Flint aye, 0 nay, motion carried.

At 9:03 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 Lamberti, roll call vote was taken with President Evans, Secretary Carbrey, Trustee Lamberti, Treasurer Hunter, Vice President Hampton and Trustee Flint aye, 0 nay, motion carried and the meeting was adjourned at 9:08 PM.

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