

# MINUTES OF THE MAY 24, 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 7:06 PM by President Demitrus Evans. Present were President Demitrus Evans, Secretary Suzanna Carbrey, Trustee John Lamberti, Vice President Jenice Hampton and Trustee Shannon Flint. Treasurer Elizabeth Hunter joined at 7:33 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, April 26, 2021** – Trustee Lamberti motioned to approve the minutes as presented, seconded by Vice President Hampton, roll call vote was taken with President Evans, Secretary Carbrey, Trustee Lamberti, Vice President Hampton and Trustee Flint aye, 0 nay, 1 absent, motion carried.
  - B. **COTW Meeting, May 10, 2021** – Vice President Hampton motioned to approve the minutes as presented, seconded by Trustee Flint, roll call vote was taken with President Evans, Secretary Carbrey, Trustee Lamberti, Vice President Hampton and Trustee Flint aye, 0 nay, 1 absent, motion carried.
5. **New Business**
  - A. **Payment of Bills** – Director Marbella highlighted the following expenses:
    - \$2,250 to Astoria for their monthly cleaning and for the annual stripping and waxing of the tile floors.
    - \$7,480 to Ebsco for the annual renewal of our print magazine subscriptions.
    - \$7,657 to ProQuest for the popular Chicago Tribune databases.President Evans motioned to approve the payment of bills in the amount of \$57,640.26, seconded by Secretary Carbrey, roll call vote was taken with President Evans, Secretary Carbrey, Trustee Lamberti, Vice President Hampton and Trustee Flint aye, 0 nay, 1 absent, motion carried.
  - B. **Report to the Treasurer** – Business Manager Muzal reported that in April the library received \$42,841.72 of tax levy income (for a total of approximately 96% of the amount budgeted for) and that the library continues to maintain sufficient reserves to cover six months of operating expenses. With the fiscal year 100% over, the library is under budget by about 12%. The annual audit is expected to be performed this September by Sikich. President Evans motioned to approve the Report to the Treasurer, seconded by Vice President Hampton, roll call vote was taken with President Evans, Secretary Carbrey, Trustee Lamberti, Vice President Hampton and Trustee Flint aye, 0 nay, 1 absent, motion carried.
  - C. **Reaffirm Policies 1.1 Materials Selection, 1.2 Intellectual Freedom, 1.3 Collections Maintenance, 7.3 Declared Vacancy in the Office of Trustee and 7.4 Nepotism** – As no changes were suggested at the May COTW, President Evans motioned to reaffirm all five policies, seconded by Trustee Flint, roll

call vote was taken with President Evans, Secretary Carbrey, Trustee Lamberti, Vice President Hampton and Trustee Flint aye, 0 nay, 1 absent, motion carried.

**D. Amend Policy 2.3 Replacement Cards** – At the May COTW Director Marbella had requested that staff be given the option of charging \$2.00 for a replacement card as opposed to this being a mandatory fee. President Evans motioned to amend 2.3, replacing “a fee will be charged” with “may be charged”, seconded by Secretary Carbrey, roll call vote was taken with President Evans, Secretary Carbrey, Trustee Lamberti, Vice President Hampton and Trustee Flint aye, 0 nay, 1 absent, motion carried.

**E. Change in CDC/Illinois Mask Requirements** – Director Marbella asked for input from the board on what the library’s masking policy should be in light of the eased masking recommendation from the CDC. Vice President Hampton and Trustee Lamberti recommended asking the village and park district what they’re planning to do. No vote was held.

## **6. Director’s Report**

- Director Marbella reported that the window replacement was substantially completed the previous week, with only the painting and drywall patching needing to be done. The front door replacement started on May 24 with completion still on track for May 28.
- SWAN will be hosting a series of roundtable discussions on the best use of funds coming available from the American Rescue Plan Act.
- There is also a pending bill called the Build America’s Libraries Act which would provide funds for library infrastructure projects.

President Evans motioned to accept the Director’s Report, seconded by Trustee Lamberti, roll call vote was taken with President Evans, Secretary Carbrey, Trustee Lamberti, Vice President Hampton and Trustee Flint aye, 0 nay, 1 absent, motion carried.

## **7. Unfinished Business**

**A. Library Opening Time** – Director Marbella is looking into possibly opening the library at 9:30 AM rather than 10:00 AM, the same opening time pre-COVID. The only staffing changes would have the custodians starting their days at 8:30 AM and having department heads taking turns coming in at 8:30 AM as well. Director Marbella also said that after discussions with staff, the library will be sitting out this year’s July 4 parade.

**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 the selection of a person(s) to fill a public office as defined in this Act, including a vacancy in a public office pursuant to Section 2 (c) (3) of the Illinois Open Meetings Act, seconded by Trustee Flint, roll call vote was taken with President Evans, Secretary Carbrey, Trustee Lamberti, Vice President Hampton, Treasurer Hunter and Trustee Flint aye, 0 nay, motion carried. The board entered Executive Session with board candidate Christine Kuffel scheduled for 7:45 PM and board candidate Laina Krisik scheduled for 8:15 PM.

At 8:49 PM the board returned to Open Session, present were President Evans, Secretary Carbrey, Trustee Lamberti, Vice President Hampton and Trustee Flint. Treasurer Hunter had to leave the meeting. Also present were Director Marbella and Assistant Director Jacobson.

- 11. Agenda Item** – Appointment of board candidates to fill vacant board positions – President Evans reported that the board did not need to schedule another Executive Session meeting and was comfortable with the current candidates. Secretary Carbrey motioned to appoint candidates Greg Christoff, Laina Krisik and Christine Kuffel to the Board of Trustees, seconded by Trustee Lamberti, roll call vote was taken with President Evans, Secretary Carbrey, Trustee Lamberti, Vice President Hampton and Trustee Flint aye, 0 nay, 1 absent, motion carried.
- Secretary Carbrey then motioned to reappoint Trustee Shannon Flint to the Board of Trustees, seconded by President Evans, roll call vote was taken with President Evans, Secretary Carbrey, Trustee Lamberti, Vice President Hampton and Trustee Flint aye, 0 nay, 1 absent, motion carried.
- 12. Adjournment** – President Evans motioned to adjourn, seconded by Trustee Flint, roll call vote was taken with President Evans, Secretary Carbrey, Trustee Lamberti, Vice President Hampton and Trustee Flint aye, 0 nay, 1 absent, motion carried and the meeting was adjourned at 8:54 PM.

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