

MINUTES OF THE AUGUST 9, 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 John Lamberti 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 7:10 PM by President John Lamberti. Present were President John Lamberti, Treasurer Greg Christoff, Secretary Christine Kuffel and Trustee Laina Krisik. Absent were Vice President Jenice Hampton and Trustee Shannon Flint. Trustee Elizabeth Hunter arrived at 7:13 PM. Also present were Director Fidencio Marbella, Business Manager Allison Muzal, Assistant Director Kristen Jacobson, Teen Librarian Sarah Hagge and Adult Services Manager Patrick Callaghan.
3. **Public Comment** – No public comment.
4. **Discussion Items**
 - A. **Youth/Teen Discussion for Tutors and Summer Reading Assignments** – Teen Librarian Hagge and Assistant Director Jacobson discussed the library’s plans on how to help patrons find more tutors, including promoting tutoring among District 92 ½ teachers and talked about how many tutors could be accommodated at any one time. They also discussed providing spaces for youth who wished to discuss their reading assignments with other students.
 - B. **Library Improvements** – The library is waiting on the outcomes of the grants submitted to Illinois Humanities for programming and the state library for duct cleaning, air purifiers and hand sanitizer. We’ll find out the results on the Humanities grant by September 1 and the state library grant by mid-September. The joint Great Chicago Fire and Peshtigo, WI Fire panel discussion is set for September 28 with seven libraries from Wisconsin joining in with at least fifteen Illinois libraries in our first interstate programming event.
 - C. **Review Policies 2.5 Overdue, Lost and/or Damaged Materials, 2.5.1 Fees, 2.7 Non-Print AV Materials Use, 5.7 Signing Checks, 6.54 Birthday Holiday and 6.58 Floating Personal Days** – For Policy 2.5, Director Marbella recommended removing any references to fines since we’re a fine-free library. Trustee Hunter suggested that items may be replaced by patrons with an identical “new” item and not used copies. No changes were suggested for 2.5.1. For 2.7 any mention of VCRs and cassettes will be removed since the library no longer owns items in those formats. For 5.7 Treasurer Christoff recommended adding language stating that the board has approved automated bill paying, either to this policy or to another policy that might be more appropriate. Director Marbella and Assistant Director Jacobson recommended simplifying paid time off for part-timers by eliminating Policy 6.54 and amending and renaming 6.58 from Floating Personal Days to Personal Paid Time Off. The amendment would grant all part-time employees eight hours of paid time off every calendar year, regardless of the number of hours they had worked. Secretary Kuffel suggested adding language specifying when newly hired employees would be eligible for this benefit.
 - D. **Department Manager Reports** – Assistant Director Jacobson had Teen Librarian Hagge complete the diversity audit of the library’s collection. Most areas of the collection are improving but Adult Fiction needs the most work. Teen Librarian Hagge will begin work on recommendations of titles to address this need. Adult Services Manager Callaghan discussed the Kanopy video streaming service made available through a group purchase from SWAN. This service will begin on September 1.
 - E. **Intergovernmental Meeting on August 4, 2021** – Director Marbella discussed the intergovernmental meeting held at Mayfair Park with Frank Perry from the Village, Dean Hoskins from the Park District and Phil Salemi with the School District. The village will be vacating their

current location on Roosevelt Road by May, 2022 at the latest since the property has been sold. The library will be hosting the intergovernmental meeting scheduled for the spring of 2022.

- F. **Change in Mask Requirements** – Based upon recommendations from the Cook County Health Department and the Illinois Department of Public Health and because of increasing COVID positivity rates, the library reverted to requiring masks for all patrons over the age of two, regardless of vaccination status.

5. **Unfinished Business** – Business Manager Muzal explained that since the expenses for the new front doors and west side windows were incurred in the last fiscal year, those expenses will not be appearing on our current year fiscal reports.

6. **Board Member Comments** – Secretary Kuffel complimented the staff for keeping up with changing events and for offering new services.

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

8. **Executive Session** – not needed

9. **Adjournment** – President Lamberti motioned to adjourn, seconded by Secretary Kuffel, roll call vote was taken with President Lamberti, Secretary Kuffel, Treasurer Christoff, Trustee Hunter and Trustee Krisik aye, 0 nay, two absent, motion carried and the meeting was adjourned at 8:05 PM.

Submitted by Fidencio Marbella, Director, Westchester Public Library