

# MINUTES OF THE AUGUST 24, 2020 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 7:05 PM by President Demitrus Evans. Present were President Demitrus Evans, Trustee Fred Poppe, Vice President Jenice Hampton, Treasurer Elizabeth Hunter, Trustee John Lamberti and Secretary Suzy Carbrey. Absent was Trustee Shannon Flint. Also present via Zoom were Director Fidencio Marbella, Assistant Director Kris Jacobson, Adult Services Manager Patrick Callaghan, Circulation Manager Pat Sinacore and Business Manager Allison Muzal. Also in attendance was architect Dan Pohrte with Product Architecture+Design.

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

4. Presentation by Architect Dan Pohrte with Product Architecture+Design.  
Mr. Pohrte discussed his firm’s proposal for replacing the front doors, possibly retrofitting the restroom doors and replacing the windows on the west and north sides of the building. Because the front doors are only 6’6” wide, sliding doors may not be an option and we may have to go with folding doors. The restroom doors may be equipped with door buttons but that would still require touching the surfaces. Mr. Pohrte will arrange for a door representative to come out to the library. Some questions were raised about the retrofit of the restroom doors since the panel would still have to be touched. Mr. Pohrte will look at touchless options for the retrofit.

## 5. Review of Minutes

- A. **Regular Meeting, July 27, 2020** – President Evans motioned to approve the minutes as presented, seconded by Trustee Lamberti, roll call vote was taken with President Evans, Trustee Lamberti, Vice President Hampton, Treasurer Hunter, Trustee Poppe and Secretary Carbrey aye, 0 nay, 1 absent, motion carried.
- B. **COTW Meeting, August 10, 2020** – Trustee Lamberti motioned to approve the minutes as presented with the correction, seconded by President Evans, roll call vote was taken with President Evans, Trustee Lamberti, Vice President Hampton, Treasurer Hunter, Trustee Poppe and Secretary Carbrey aye, 0 nay, 1 absent, motion carried.

## 6. New Business

- A. **Accept or Decline Proposal from Product Architecture+Design to Proceed with Front Door and Window Replacement Project** – Trustee Lamberti motioned to accept the proposal from Product Architecture+Design and to proceed, seconded by President Evans, roll call vote was taken with President Evans, Trustee Lamberti, Vice President Hampton, Treasurer Hunter, Trustee Poppe and Secretary Carbrey aye, 0 nay, 1 absent, motion carried.
- B. **Payment of Bills** – Director Marbella highlighted the following expenses:
  - \$500 to City Files Press for the Richard Cahan program.
  - \$2,079 to Children’s Plus for Youth books.
  - \$355 to Nelson Fire Protection for the annual sprinkler inspection.

Motion for approving the payment of bills in the amount of \$32,076.68 was made by President Evans, seconded by Vice President Hampton, roll call vote was taken with President Evans, Trustee

Lamberti, Vice President Hampton, Treasurer Hunter, Trustee Poppe and Secretary Carbrey aye, 0 nay, 1 absent, motion carried.

- C. Report to the Treasurer** - Business Manager Muzal reported that our tax levy income has been coming in with \$192,067 received in July and that spending for the fiscal year so far is at 21.6% versus a target of 25%. President Evans motioned to accept the report to the Treasurer, seconded by Secretary Carbrey, roll call vote was taken with President Evans, Trustee Lamberti, Vice President Hampton, Treasurer Hunter, Trustee Poppe and Secretary Carbrey aye, 0 nay, 1 absent, motion carried.
- D. Reaffirm Policies 5.5 Accounting, 5.6 Financial Reports and Audits, 5.8 Library Director Limitation and 5.10 Delegation of Spending Authority** – since no changes were suggested at the previous meeting President Evans motioned to reaffirm these policies, seconded by Vice President Hampton, roll call vote was taken with President Evans, Trustee Lamberti, Vice President Hampton, Treasurer Hunter, Trustee Poppe and Secretary Carbrey aye, 0 nay, 1 absent, motion carried.
- E. Alter Library Hours for After Labor Day** – Director Marbella reported that surveys, both in print and online, were made available to patrons asking if they would utilize in person library services on Sundays. In print results were 16 no, 8 yes and 4 maybe while online results were 27 no, 7 yes and 4 maybe. He also reported on what other public libraries are planning to do. Plans are all across the board with some libraries saying Sundays are their busiest days, others saying they're slow, others saying they plan on reopening on Sundays once school starts and yet others saying they will remain closed on Sundays. Secretary Carbrey said since the survey results said to stay closed then that's what the library should do and Trustee Lamberti agreed. Trustee Poppe asked how foot traffic has been in the library since we reopened. Circulation Manager Sinacore said foot traffic is lower than pre-COVID levels and that patrons tend not to linger. Adult Services Manager Callaghan said computer usage is also down compared to pre-COVID use. Assistant Director Jacobson said computer usage in Youth has dramatically decreased. Treasurer Hunter said a factor could be that all District 92 ½ students were assigned their own laptop computers. President Evans motioned to not change library hours to include Sundays, seconded by Treasurer Hunter, roll call vote was taken with President Evans, Trustee Lamberti, Vice President Hampton, Treasurer Hunter, Trustee Poppe and Secretary Carbrey aye, 0 nay, 1 absent, motion carried.

## **7. Director's Report**

- The Chamber of Commerce canceled the planned Labor Day parade due to the ongoing pandemic.
- The library will apply for the state library's new grant offerings for Back to Books and for PPE reimbursement.
- Police and Fire were called to handle an overdose in the library.

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

- 8. Unfinished Business** – Business Manager Muzal reported that Sikich will begin their audit next week.
- 9. Board Member Comments** – Vice President Hampton asked if the library will be removing the empty racks in the magazine area. President Evans asked about the upcoming Native American program. Assistant Director Jacobson said the program will be during Native American history month in November. Adult Services Manager Callaghan talked about the upcoming Lee Bey program on south side architecture.
- 10. Public Comment** – No public comment.
- 11. Executive Session** – not needed

**12. Adjournment** – President Evans motioned to adjourn, seconded by Trustee Lamberti, roll call vote was taken with President Evans, Trustee Lamberti, Vice President Hampton, Treasurer Hunter, Trustee Poppe and Secretary Carbrey aye, 0 nay, 1 absent, motion carried and the meeting was adjourned at 8:04 PM.

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