



Westmont Public Library
Amended Minutes
Regular Meeting of the Board of Trustees
Tuesday, January 19th, 2010
7:00 p.m.

The Meeting was called to order at 7:05 p.m. by President of the Board, Joyce Fedeczko, at the Westmont Public Library.

Roll Call:

Present: J. Fedeczko, A. Porter, J. Martens, C. Gorman, S. Scheid, and E. Carmichael

Also present: C. Kuhn, Director and T. Barry, Administrative Assistant

Absent: C. Kaifesh

Pledge of Allegiance

Consent Agenda

Minutes for December 15, 2009

J. Fedeczko asked if anyone wanted to pull an item. C. Kuhn explained that the consent agenda can be discussed as it remains but only changed if it is pulled.

Communications:

Addition to Communications: Email: 01.18.2010, C. Kuhn, Training link for FOIA

Email: 12.21.2009: MLS Series of first Saturday trustee workshops through L2.

Email: 12.21.2009: ILA Library Trustee Forum 2010 Workshop, Saturday 02.27.2010

Email: 12.21.2009: [MLSpub] An update on our (MLS) fiscal situation

Letter: 12.22.2009: Board of Review Du Page County, C-60044

Letter: 12.31.2009: Board of Review Du Page County, C-60127

Letter: 01.04.2010: Office of the Du Page County Clerk

Illinois Governmental Ethics Act, 5 ILCS 420/4A-101

Letter: 01.05.2010: Board of Review Du Page County, C-60175, C-60176

Email: 01.07.2010: Flyer: Trustee Training

Email: 01.08.2010: Library Audit for FY2009

Email: 01.13.2010: [MLSpub] Legislator's Breakfast, February 15, 2010

Email: 01.13.2010: MLS E-announce, Volume 4, Issue 1, January 6, 2010

Announcements - FOIA and OMA training opportunities.

Announcements - WebJunction courses. You should all have WebJunction accounts. Contact me if you are unable to login.

Member Spotlight on Lisle Library District's (not Lisle Public Library) reading program is interesting.

Committee Reports

Librarian's Report

J. Fedeczko requested a motion to approve the Consent Agenda. A. Porter moved to approve, E. Carmichael seconded. Motion passed.

Open Forum:

Dan Berg, Sikich (Auditors)

Mr. Berg highlighted some of the reasons why the completion of the Audit Report had been delayed a little longer this year. The primary cause being the reconciliation between the Village and the Library.

D. Berg said that the library was doing pretty well compared to other libraries because we had a fair amount of money in our reserves. D. Berg said that the CPI was stated today at 2.7% and then asked if the library would be asking for an increased tax rate? C. Kuhn said that we were working with a tax rate at 18.11. D. Berg said that it was good that we were about \$304,000.00 under budget and asked if we had forgone some expenditure. C. Kuhn said that some of the excess was a reflection of payroll as the position for part-time reference librarian had not been filled and there was a nine month delay in hiring the Outreach Coordinator. However, the primary savings was from under expenditure of the materials budget.

D. Berg pointed out the line item budget for Health Insurance at \$60,000.00 and that the Treasurer's Report only indicated an expenditure of \$27,000.00. Although our accountant, Lisa Van Bogget, had said that the expenditure is accurate, C. Kuhn will investigate further as the proposed budget amount was based on amounts that were paid the previous year. D. Berg will keep the Audit Report in draft form until this item is resolved.

J. Fedeczko asked if there are more changes coming from the IMRF. D. Berg said that he had not seen any new information regarding estimates about changes, etc. Rates may go up but not too drastic.

J. Fedeczko asked if the library planned to earmark specific money in lieu of the possibility that no money was given to MLS by the State. D. Berg said that he had spoken to S. Remminga at MLS and was told that they (MLS) were expecting a payment by the end of the month. D. Berg also said that maybe some systems will merge such as; MLS, DNS, DLS, NLS, NSLS.

If SWAN went independent SWAN would have to rent space, pay additional health benefits, and possibly come up with another million dollars in funds spread out over the number of libraries.

D. Berg asked if there were any questions the Board might have about the results.

J. Martens asked what the advantage/disadvantage was to transferring excess funds. D. Berg said that one must be committed on how they want to spend the money before they transfer money into a restricted setting.

D. Berg said to treat your reserve as a nest egg...ours looks good. The final Audit Report will have final health insurance numbers and the recommended amount to transfer. J. Fedeczko asked what the recommended amount was. C. Kuhn said that amount is for the Board to consider. C. Kuhn will then call Mr. Berg at Sikich and let him know. D. Berg said that the management letter will go to the Village because they do our books. C. Kuhn to request a copy.

Lynn Thomas – Reported on Early Literacy Programming

The following programs were highlighted:

Story Time 0-2: with music and rhymes. Making reading fun!

Story Time 2-3: with more music, word games and finger shows.

Story Time 4-8: works with letter recognition with "pass around letters", books with matching letters and two take home crafts to match the letters.

A. Porter asked if they had ever considered a story time for the "4:00 hour". J. Fedeczko said it would be nice to record some "testimonies". L. Thomas said that it could be considered and C. Kuhn added that we were looking for additional options for more story times.

C. Gorman asked if we are using any students from the high school to assist and suggested students from child psych or child development classes. C. Kuhn said that we were not and, any students considered would have to

complete some training. Continuity was crucial with the younger children as changing out teacher's can be very stressful on the children. C. Gorman also suggested student teachers from local colleges.

Additions and Deletions:

Addition to Communications: Email from C. Kuhn to all re FOIA Training

Additional Bills & Invoices:

ADDENDUM TO MEMO FROM VILLAGE for BILLS PRESENTED FOR PAYMENT
ROOF CONSTRUCTION ESCROW ACCOUNT / CHB 8817

Name of Recipient	Check No.	Memo	WPL Account	Amount
Clark, David	0022	Project Management Roof Repair Project December 2009	11.4617	\$ 875.00
Westmont Interior Supply House	0023	Backorder ARM x1 581A Roof Repair Project Invoice W31914	11.4617	\$ 88.32
			TOTAL	\$ <u>963.32</u>

SPECIAL RESERVES / ILL FUNDS 1589

Name of Recipient	Check No.	Memo	WPL Account	Amount
Hallett Movers	1124	YS Re-Design Project Moving shelves, packing books, modifying ranges, etc. Invoice 45697	11.4812	\$ 5,380.00
Home Depot	1125	Project supplies for YS Re-Design Project	11.4812	\$ 351.46
TBGEC	1126	Alternate Lithonia Fixtures YS Re-Design Project Remove & replace x 25 w/RT5 Invoice 12862, Job ID 29223	11.4812	\$ 6,950.00
TBGEC	1127	Provide and install one duplex YS Re-Design Project receptacle, one voice data opening and one new TV outlet. Invoice 12879, Job ID 29241	11.4812	\$ 973.27
			TOTAL	\$ <u>13,654.73</u>

GENERAL ACCOUNT / CHB 8590

Name of Recipient	Check No.	Memo	WPL Account	Amount
Home Depot	1045	General Maintenance & Repair project materials	11.4611	\$1,082.25
Nicor Gas	1046	Usage 120709-010810	11.4631	\$1,164.42
US Postal Service	1047	Postage for First Quarter Newsletter (March-May 2010)	11.4451	\$ 850.00
			TOTAL	\$ <u>3,096.67</u>

J. Fedeczko requested a motion to approve Additional Bills and Invoices. J. Martens moved to approve, A. Porter seconded.

J. Fedeczko asked if all were in favor of approving the additions to the invoices. All Ayes, 0-Nays

Treasurer's Report - November

J. Martens inquired whether or not we can re-invest the monies we have and how much. C. Kuhn said "possibly \$250,000 but that we should first look at upcoming projects, etc. and then the difference might be what we can invest". J. Martens then suggested purchasing CD's. C. Kuhn suggested discussing any ideas with one of the advisors we met with last spring or another familiar with our type of business.

S. Scheid asked about the percentage rate for roof loan and to keep that in mind.

J. Martens asked if we should have a Finance Committee meeting to discuss or wait for budget preparation, and what is the accepted order.

C. Kuhn said that financial decisions might be best made after a Buildings and Grounds committee meeting.

Engaging an advisor could precede that meeting but choices to re-invest should be made after necessary projects are discussed. S. Scheid suggested re-investing in the library itself to make it greener and bring it up to code.

Buildings and Grounds Committee, Finance Committee and Policy Committee meetings may be scheduled for February. J. Fedeczko asked C. Kuhn to send out an email with suggested dates.

J. Fedeczko asked if there were any questions. C. Gorman inquired about the depreciation of the facility?

C. Kuhn said that we would receive that information from the auditors.

J. Fedeczko requested a motion to approve the Treasurer's Report for December. A. Porter moved to approve, J. Martens seconded.

Roll call vote: S. Scheid, C. Gorman, J. Martens, A. Porter, J. Fedeczko, E. Carmichael – All Ayes, 0 – Nays

Motion passed.

Absent: C. Kaifesh

Bills and Salaries

J. Fedeczko requested a motion to approve the Bills and Salaries. A. Porter moved to approve, E. Carmichael seconded.

Roll call vote: S. Scheid, C. Gorman, J. Martens, A. Porter, J. Fedeczko and E. Carmichael – All Ayes, 0 – Nays

Motion passed.

Absent: C. Kaifesh

Unfinished Business

Board considered the Progress Report on the 2nd Floor Re-Design Project. C. Kuhn shared the documents supporting the new changes such as adding additional cushion to chairs during the re-upholstering. Also included were ideas to "freshen up" what we already had such as adding wood end panels to the existing shelving. It would be helpful to use money that would have originally been spent on the window wall. The Board said it was okay to order the furniture. As no additional funds were required, no motion required.

New Business

The Board reviewed the policy for the Selection of Materials which incorporated only minor changes.

J. Fedeczko asked if all were in favor of accepting the new policy. J. Martens moved to approve and A. Porter seconded. All Ayes, 0- Nays.

The policy for the Use of the Meeting Room was tabled until the next Board meeting in February.

The Auditors Report was tabled until the next Board meeting in February.

Board discussed the transfer of surplus funds into Special Reserves. J. Fedeczko requested a motion to approve the transfer of \$199,000.00. C. Gorman moved to approve, A. Porter seconded.

Roll call vote: S. Scheid, C. Gorman, J. Martens, A. Porter, J. Fedeczko and E. Carmichael. All Ayes, 0-Nays.

Motion passed.

Absent: C. Kaifesh

Board discussed the purchase and installation of the Pella window secondary panes. A. Porter asked if we had requested a quote from Dilworth Windows of Westmont. C. Kuhn said we had not but we check to see if they distributed Pella windows and, if so, would request a quote. J. Fedeczko requested a motion to approve the expenditure of \$5,577.12 to purchase Pella Window secondary panes from Pella Window & Doors, Chicago, IL. After a brief discussion about utilizing local resources, it was agreed to purchase the windows from a distributor within the village of Westmont if the cost was no more than 5% greater than the quote from Pella. J. Fedeczko requested a motion, amended to include the 5% stipulation, to approve the purchase of the Pella window secondary panes from a supplier in Westmont, if appropriate. A. Porter moved to approve, J. Martens seconded. Roll call vote: S. Scheid, C. Gorman, J. Martens, A. Porter, J. Fedeczko and E. Carmichael, All Ayes, 0-Nays.

Motion passed.

Absent: C. Kaifesh

Board reviewed and approved the names and addresses on the list of individuals required to file an Ethics Form with the County.

Executive Session

Executive Session was tabled until the next Board meeting in February.

Amy Porter asked if anyone was registered for the ILA Library Trustee Forum 2010 Workshop being held in Lisle, IL on February 27th. A. Porter and J. Martens will attend. S. Scheid, C. Gorman, J. Fedeczko and E. Carmichael were not sure. Those attending should remember to bring business cards. J. Fedeczko shared that she will be running for the ILA Board. A. Porter asked about the status of matching t-shirts for the Board. T. Barry to investigate.

C. Kuhn then noted that there were five requirements for the Board to meet by September, 2010, for the next per Capita grant cycle. She presented a small homework assignment for the trustees, asking them to read Chapter 3, Personnel Standards, in their issues of "Serving our Public 2.0" Standards for Illinois Public Libraries and to plan to discuss at the next regular meeting of the Board in February.

J. Fedeczko requested a motion to adjourn. C. Gorman moved to approve, E. Carmichael seconded. Motion passed unanimously.

Meeting was adjourned at 8:48 p.m.

Respectfully submitted,



Chris Gorman
Westmont Public Library
Board of Trustees, Secretary