



**Westmont Public Library**  
**Amended**  
**Minutes**  
**Regular Meeting of the Board of Trustees**  
**Monday, February 15, 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, C. Kaifesh, and E. Carmichael

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

Absent: Shana, Scheid (*arrived 7:28 p.m.*)

Pledge of Allegiance

Consent Agenda

Minutes for January 19, 2009

J. Fedeczko pointed out two typos – DNS should read DLS and NLS should read NSLS.

J. Martens pointed out a correction to make in the minutes for January 19, 2009. In the first paragraph of page 5 (Roll call), an “s” needs to be added to his last name.

C. Gorman remarked that with regard to the Buildings & Grounds Meeting minutes, she would like to clarify who actually suggested that the library put up “use caution” signs.

J. Fedeczko asked if anyone wanted to pull an item. Building and Grounds Policy Committee minutes are being pulled to confirm who made the comment about caution signs.

Communications:

- Letter : 01.10.2010: COMED Kill-A-Watt energy meter information sheet.
- Letter : 01.19.2010: Klein, Thorpe & Jenkins, Ltd. RE: Open Meetings Act Training
- Email: 01.25.2010: ISL Newsletter E-News from the ISL Vol. 3, No. 3
- Email: 01.25.2010: Ennounce From Alice Calabrese-Berry, Thank You  
Payment from the State received!
- Email: 01.28.2010: Suggested dates for Buildings & Grounds Committee meeting
- Letter: 02.01.2010: Office of the Du Page County Treasurer  
Annual Statement of 2008 Real Estate Tax Collected for and  
Distributed to: Westmont Public Library
- Email: 02.09.2010 MLS Ennounce Vol. 4, No. 3
- Email: 02.10.2010 J. Fedeczko to Board: fwd “How Library Systems Serve Libraries  
in Illinois”.

Committee Reports – *(pulled out of Consent Agenda)*

Librarian's Report

C. Gorman asked how C. Kuhn felt about sharing a facilitator with the Village for the upcoming strategic planning. C. Kuhn replied that sharing a facilitator to discuss the vision for the Village was agreeable. When the visioning became more specific about where the library was going we would most likely want to work with a facilitator who specializes in strategic planning for libraries.

J. Fedeczko requested a motion to approve the Consent Agenda, as amended, minus the minutes for Buildings and Grounds Committee meeting. C. Gorman moved to approve, J. Martens seconded. Motion passed.

J. Fedeczko inquired about discussing the suggested 'homework' with regard to the Personnel Section of the Standards for Illinois Public Libraries 2.0. J. Martens asked if we had current job descriptions and salary schedules available. C. Kuhn said that at present the documents needed to be brought up-to-date.

Open Forum:

D. Phillips – Speer Financial – Not in attendance. They provide Bond services which we do not need at this time.

J. Fedeczko and E. Carmichael attended the Legislator's Breakfast on February 15<sup>th</sup> and said that it was well attended and informative.

Amy Porter said that she was unable to register trustees for the ILA Trustee Workshop 2010 in Lisle on Saturday, February 27<sup>th</sup> and asked for assistance. T. Barry will complete.

*S. Scheid arrived at 7:28 p.m.*

Committee Reports:

Buildings & Grounds Committee Meeting: C. Gorman asked S. Scheid to look at the minutes from the Buildings & Grounds Committee meeting and verify the comment regarding caution signs. S. Scheid confirmed that C. Gorman had made the comment.

By-Law & Policy Committee Meeting: C. Kuhn requested confirmation as to who motioned to adjourn at the close of the last By-Law and Policy Committee meeting and was told that, J. Martens moved to adjourn and A. Porter seconded.

J. Fedeczko requested a motion to approve the minutes from the Buildings & Grounds Committee meeting and the amended minutes from the By-Law and Policy Committee meeting. A. Porter moved to approve, E. Carmichael seconded. Minutes were approved.

**WESTMONT PUBLIC LIBRARY**  
**BILLS PRESENTED FOR PAYMENT**  
**FEBRUARY 15<sup>TH</sup>, 2010**

**ADDENDUM TO MEMO FROM VILLAGE for BILLS PRESENTED FOR PAYMENT**

**ROOF ESCROW ACCOUNT / CHB 8817**

<b>Name of Recipient</b>	<b>Check No.</b>	<b>Memo</b>	<b>WPL Account</b>	<b>WPL Amount</b>
Kellermeyer Godfryt Hart Architects & Engineers	0024	Professional Engineering Services Roof Project Invoice No. 09-2727 January 13, 2010	11.4617	\$ 1,152.78
			<b>TOTAL</b>	<b>\$ <u>1,152.78</u></b>

**SPECIAL RESERVES / ILL FUNDS 1589**

<b>Name of Recipient</b>	<b>Check No.</b>	<b>Memo</b>	<b>WPL Account</b>	<b>WPL Amount</b>
Kuhn, Christine	1128	YS Re-Design Project Pella Window & Doors F&M Umbrellas for YS Ikea Ottoman for YS	11.4812 11.4812 11.4812	\$ 325.00 \$ 80.98 \$ 53.99
Amazon Corporate	1129	YS Re-Design Project See attached itemization	11.4812	\$ 170.79
			<b>TOTAL</b>	<b>\$ <u>630.76</u></b>

**GENERAL ACCOUNT / CHB 8590**

<b>Name of Recipient</b>	<b>Check No.</b>	<b>Memo</b>	<b>WPL Account</b>	<b>WPL Amount</b>
Amazon Corporate	1048	Statement from January See attached itemization	11.0000	\$ 1,002.38
Branham, Dr. Charles	1049	Growing Up Jim Crow Du Sable Museum of African History Big Read Program	11.4501	\$ 450.00
Burdick, Dr. Walter	1052	1960's Reform & Rebellion Elmhurst College Big Read Program	11.4501	\$ 250.00
Coen, Julia	1050	Reimbursement for airfare PLA Conference March 23-27...	11.4134	\$ 354.80
Indian Prairie Library	1053	Lost & Paid Item 31946003676175	11.4232	\$ 21.00
Inland Mechanical	1051	Maintenance Contract HVAC – Invoice 95195	11.4621	\$ 1,383.75
Klein, Thorpe & Jenkins, Ltd.	1054	Legal Svcs. Rendered through 11.30.09 Invoice 3285.001	11.4811	\$ 285.00
Kuhn, Christine	1055	Reimbursement Miscellaneous See attached itemization	11.0000	\$ 1,338.49
La Mantia Enterprises	1056	Snowplowing Services December 2009 Invoice 121598	11.4615	\$ 2,172.00
MLS	1057	LIMRiCC UCGA 4 <sup>th</sup> Qtr. 2009	11.4058	\$ 394.00 *
My Office Products	1058	Invoice WO.3146684 Invoice WO.3160109 Invoice WO.3147634.1		\$ 100.76 \$ 128.31 \$ 20.25
Osgood, Liz	1059	Rolling in the Dough Big Read Program	11.4501	\$ 250.00
Petty Cash Custodian	1060	Replenish In-house Petty Cash	11.0000	\$ 158.62
Riverside Public Library	<del>1064</del> VOID	<del>Lost &amp; Paid Item</del> <del>31403002618501</del>	11.4232	<del>\$ 11.00</del>
Westmont High School – CUSD201	1062	Community VIP Reception Author, Robert Renteria "From the Barrio to the Boardroom" 03.02.2010	11.4501	\$ 300.00
Clark, David	1063	Project Management General January 2010	11.4611	\$ 735.00
			<b>TOTAL</b>	<b>\$ <u>8,165.74</u> *</b>

J. Martens inquired about the cost of services for snow removal by La Mantia. A. Porter asked whether or not we had explored other options with companies located in Westmont. C. Kuhn responded that we had tried others but that the results had not been as favorable as with La Mantia. A. Porter then suggested that we see if we could partner with the Streets Department in Westmont and also asked who plowed the parking lot at the Police Department. C. Kuhn said she did not know who plowed the police department's lot but she confirmed that a cost comparison was made every year and that other companies were used in the past but none met our needs as well as La Mantia. A. Porter suggested the Four Season's Small Engine Repair Business.

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

#### Treasurer's Report - January

C. Kuhn was still awaiting a response from L. Van Bogget at the time of this meeting.

C. Kuhn said that she was questioning the notation that there was interest from "Bank of America" as we no longer banked with them. Our current banker is Clarendon Hills Bank.

C. Kuhn said that her other question was what the "other" was under Buildings & Grounds.

E. Carmichael asked what the (-\$503.00) for Programs meant. C. Kuhn said that it was probably a credit but that she would try to confirm. E. Carmichael then asked what the \$900.00 expense for HVAC was. C. Kuhn responded that it was a bill from Dreiskler Electric Motors for installing a new control board in a frequency drive. E. Carmichael asked about Debt Service amount. C. Kuhn said that it was the amount we paid on top of the principal that was due. C. Kuhn said that the principle amount showed up in the liability statement. E. Carmichael asked if this was a monthly payment. C. Kuhn responded that it was not and that the next repayment for the loan would be in July 2010.

E. Carmichael asked about the negative -\$130,000.00. C. Kuhn said that as we had not received tax revenue our income reflected less than our expenses for the month. C. Kuhn said that the last payment generally arrived in January.

E. Carmichael asked about the check from Travelers' Insurance for the chiller. C. Kuhn confirmed that we had received it and that it should be reflected in the October or November Treasurer's Report. The amount was approximately \$21,000.00.

J. Fedeczko asked if there were any further questions.

J. Fedeczko requested a motion to approve the Treasurer's Report for January. A. Porter moved to approve, E. Carmichael seconded.

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

#### 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, C. Kaifesh and E. Carmichael-- All Ayes, 0 -- Nays. Motion passed.

## Unfinished Business

Board considered the approval of the Audit. J. Fedeczko asked if there were any further questions. J. Fedeczko requested a motion to approve the Audit. J. Martens moved to approve and E. Carmichael seconded.

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

## New Business

The Board tabled the review of the Policy for the Use of the Meeting Room until March.

Board discussed the Plaza Re-design Project. C. Kuhn said that the current plan would not include a complete repair involving the rebuilding of the planter boxes but that an exploration would determine whether or not the underlying brick was in good shape. Asphalt near the base of the stairs would be torn out to allow for discovery of soil conditions and installation of new drainage pipes, if necessary. C. Kuhn said that La Mantia had also suggested developing a swale to re-direct the water to the retention pond. C. Gorman asked about the pipe that may or may not exist and whether or not the workers would break up the entire parking lot in an attempt to repair or install. C. Kuhn replied that if a new pipe is laid a channel would be made and then paved over.

J. Fedeczko requested a motion to accept the proposal for the initial discovery phase of the re-design of the plaza. C. Gorman moved to approve, J. Martens seconded.

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

Board discussed the Re-Lighting Project. C. Kuhn said that we were looking for alternatives for the meeting room because the new lights did not work in the cans with the dimmer switch. There are a couple of options but she was still exploring other possibilities.

The two most recent proposals were discussed. J. Fedeczko requested a motion to accept both proposals and complete the installation. A. Porter moved to approve, C. Kaifesh seconded.

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

Board briefly discussed the strategic plan and C. Kuhn said that she had received a proposal from Northern Illinois University. C. Gorman asked how successful phone surveys were. C. Kuhn said print surveys may help gain the support of the people who use the library but not the non-users. Positive users will talk on the telephone; unhappy people are more likely to fill out a print survey. Amy Porter suggested offering an incentive.

There are various methods to obtain survey information. C. Kuhn said we should agree on the end goal and what information we want to obtain first. We still need to determine if we will partner with someone else. C. Gorman asked whether we should we postpone/table. A. Porter asked what other libraries are doing. S. Scheid suggested putting a survey into the newsletter, or possibly inserting a postcard because the distribution of the newsletter reaches all. J. Martens suggested printing something in the Progress. C. Gorman suggested sending someone to walk around the neighborhood. S. Scheid suggested using the “Coffee News” newspaper.

J. Fedeczko requested a motion to move into Executive Session to discuss prior Executive Session minutes. C. Gorman moved to approve, A. Porter seconded.

Executive Session

Returning from Executive Session, the Board agreed to release the Executive Session minutes as follows:

August 12, 2003  
September 9, 2003  
March 9, 2004  
June 8, 2004  
January 16, 2007  
November 27, 2007

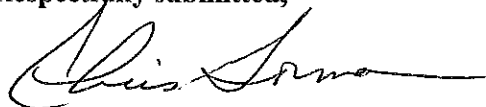
It was agreed that the following minutes will remain closed:

July 8, 2003  
October 4, 2004  
January 11, 2005  
September 13, 2005  
August 21, 2007  
September 15, 2008  
October 14, 2008  
October 20, 2009

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

Meeting was adjourned at 8:44 p.m.

**Respectfully submitted,**



**Chris Gorman  
Westmont Public Library  
Board of Trustees, Secretary**