



# Westmont Public Library

Minutes  
Regular Meeting of the Board of Trustees  
Tuesday, March 16, 2010  
7:00 p.m.

The Meeting was called to order at 7.07 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 and E. Carmichael

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

Absent: S. Scheid and C. Kaifesh

## Pledge of Allegiance

## Consent Agenda

### -Discussion

Fedeczko asked if anyone wanted to pull an item. Fedeczko asked to pull the Librarian's Report. She pointed out that the word *instate* in the section under Finance, last sentence under Du Page Senior Citizen's Council on page one should read *stated*.

Fedeczko asked for clarification on Kuhn's comment regarding the lack of an audit for the Du Page Senior Citizen's Council. Kuhn explained that if the library were to co-host a delivery program with the Meals on Wheels program, which is provided by the Council, it would be prudent to review the financial state of the Council prior to teaming up.

Fedeczko asked for more information on global calendars. Kuhn explained that it would be similar to the existing statewide L2 Calendar.

Gorman referred to the section on Ambulance Fee Increases and if the Library would ever incur the cost of providing/requesting an ambulance for a patron. Kuhn said that generally, the patron paid for the service but it was possible that a patron could demand that we pay if we call. Kuhn commented that a charge from ambulance service may happen if a service is rendered even if they don't transport. She suggested the Board consider a policy as a preventative/protective measure. Gorman suggested adding that item to the agenda for the next Policy meeting.

Fedeczko requested a motion to approve the Consent Agenda. Gorman moved to approve, Carmichael seconded. All Ayes - Motion passed.

**Open Forum:**

Carmichael, Gorman, Martens, Scheid and Porter attended the 2010 ILA Trustee Forum Workshop. Porter thought the morning session was a bit flat and that the afternoon presentations were more informative. Martens and Porter agreed that the information about FOIA was beneficial. Porter relayed some legal advice from Phil of Kip Kolkmeier and Phil Lenzini, that our Board should never release Executive Session minutes.

Porter shared a concern that FOIA might be misused to gain information about our patrons, especially minors, should lists be maintained. Kuhn will share this concern with new vendor providing registration for programs software.

Porter added that Phil Lenzini also discussed Prevailing Wage. Porter suggested that we have a disclaimer about Prevailing Wage when hiring hourly staff. Kuhn confirmed that this was done prior to hiring the roofers, snow removal and lawn care contractors. Martens suggested having the worker sign a statement that the worker understands that they are receiving “prevailing wage”. This would primarily affect groups established by prevailing unions such as service workers, not library employees.

**Additions and Deletions:**

Addition to Communications: None

Additional Bills & Invoices:

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

**SPECIAL RESERVES / ILL FUNDS 1589**

Name of Recipient	Check No.	Memo	WPL Account	Amount
Clark, David	1130	Project Management Maintenance 02.28.2010	11.4812	\$3,027.50
Kuhn, Christine	1131	Furniture for Y.S. Re-Design	11.4812	\$ 118.00
Larson Contracting	1932	Red Oak Veneer MDF Board Invoice No. 2026-03.09.2010	11.4611	\$ 408.26
Specialty Stores	1133	Furniture for Y.S. Re-Design Shelving & Computer Tables	11.4812	\$ 1,239.47
			<b>TOTAL</b>	<b>\$ <u>4,793.23</u></b>

**GENERAL ACCOUNT / CHB 8590**

Name of Recipient	Check No.	Memo	WPL Account	Amount
Amazon.Com	1964	Statement from February/March	11.4211	\$ 121.22
	1965	See Attached Itemization	11.4213	\$ 551.47
Ambrose, Kelsey	1966	Reimbursement for Material Lost & Paid Invoice No. 147517	11.4232	\$ 25.00
Ambrose, Steven	1967	Reimbursement for Material Lost & Paid Invoice No. 564861	11.4232	\$ 13.00

**GENERAL ACCOUNT / CHB 8590 (...continued)**

<b>Name of Recipient</b>	<b>Check No.</b>	<b>Memo</b>	<b>WPL Account</b>	<b>Amount</b>
Bales Lumber	1968	Miscellaneous Hardware Invoice No. 18900	11.4611	\$ 36.01
Buckson, Kate	1969	Reimbursement Supplies for Cowboy Program	11.4501	\$ 67.44
Clark, David	1970	Project Management Maintenance 02.28.2010	11.4611	\$1,312.50
Inland Mechanical	1971	Replaced motor air compressor Invoice No. 422156	11.4621	\$1,875.00
The Library Store	1972	Supplies for Tech Services DVD Binder Albums/Media Vaults	11.4416	\$ 22.33
Petty Cash Pouch	1973	Replenish Petty Cash Pouch 02252010-03162010 (Various)	00.0000	\$ 174.18
Perfect Systems (See counterfoil For breakdown)	1974	Invoice No. 11270-02.13.2010	11.4655	\$ 4,960.00
		Invoice No. 11285-03.13.2010	11.4658	\$ 300.00
		Invoice No. 11285-03.13.2010	11.4655	\$ 60.00
		Invoice No. 11286-03.13.2010	11.4658	\$ 2,749.50
		Invoice No. 11287-03.13.2010	11.4658	\$ 1,700.00
Smeets, Maurice	1975	Network Wires for wireless access Invoice No. 1068	11.4655	\$ 90.50
Thomas, Lynn	1976	Reimbursements Supplies for Programs	11.4501	\$ 63.09
Librarian Checking Account/Petty Cash	0000	Replenish Funds to CHB AC#8582 (Various)	00.0000	\$ 102.59
			<b>TOTAL</b>	<b><u>\$ 14,223.83</u></b>

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

**Treasurer’s Report – February**

Fedeczko referred to page 4 Profit & Loss report and asked about the reflection of .5% net income. Kuhn suggested it is because of how the roof loan income and expenses were posted. She will contact accountant to confirm.

Fedeczko asked if there were any further questions. There were none.

Fedeczko requested a motion to approve the Treasurer’s Report for February. Porter moved to approve, Martens seconded.

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

**Bills and Salaries**

Martens asked if we had acquired a “company credit card”. Kuhn replied that she would like to track the Amazon account for six months or so to determine whether or not we are meeting their terms. Fortunately, the primary advantage of the Amazon Governmental Account is that they offer sixty day terms. Kuhn said she wants to track timeliness of Amazon payments for six month prior to considering

an additional credit card. Fedeczko asked about the fees for Clarendon Hills Bank even though they were small, in particular, the little fees next to ILL Funds.

Fedeczko requested a motion to approve the Bills and Salaries. Porter moved to approve, Martens seconded.

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

## **Unfinished Business**

### **Board to consider Strategic Planning**

Kuhn stated she was scheduled to discuss surveys with a representative from Executive Service Corp again tomorrow, Wednesday, March 17<sup>th</sup>, 2010. Costs would be dependent on the type and length of the survey. ESC proposed earlier \$2500.00 plus \$300.00 per focus group to have ESC design, conduct and report out on focus groups. Gorman inquired if the types of groups needed had already been identified. Kuhn explained that no work would be carried out before ESC was hired and suggested that the Board complete some preliminary work first. Kuhn re-affirmed that the Board should first decide what they want to accomplish with a new strategic plan. She recommended a pre-planning facilitator to help the Board determine what they want to know to get started.

Gorman asked when this process might begin. Kuhn responded that it might be nearer May or June, following the Budget meetings. Kuhn suggested the facilitator might come in at the end of April using some of the funds left over for Professional Services. Gorman asked if we should bring the Director from Indian Prairie (who Oak Park Library used) to come in for a couple of hours at the end of April. Gorman suggested that C. Kuhn engage a person to do an intro meeting on say, Saturday, April 24<sup>th</sup> at 7:00 or 8:00 a.m. It was determined that Gorman, Martens, Fedeczko, Carmichael, Kuhn and possibly Porter would be available.

Absent: S. Scheid and C. Kaifesh.

## **New Business:**

### **Board to consider Web Junctions and Trustee learning opportunities**

Fedeczko reminded the Trustees of Web Junction ([il.webjunction.org](http://il.webjunction.org)) and the many trustee training opportunities available on the site.

### **Board to consider setting meeting dates for the upcoming Committee of the Whole meetings.**

Kuhn suggested after March 30<sup>th</sup> and before April 20<sup>th</sup>.

Martens suggested Monday 29<sup>th</sup> March and Tuesday 30<sup>th</sup> March at say, at 7:00. Those present indicated they could attend on those dates. Kuhn will check availability with Scheid and Kaifesh.

### **Board to consider improving the recordings of meetings.**

Martens did not want to spend any money on new equipment. Kuhn explained that the proposal for new equipment was in response to a request from the Board when the Village decided that they would start charging us to use theirs. Martens again said no to options 3, 4 and 5. Gorman asked if we could motion to not record at this time but bring it up at strategic planning meeting. Martens expressed concern about the public's response to reallocating materials and staff funds to pay for record and televise Board meetings.

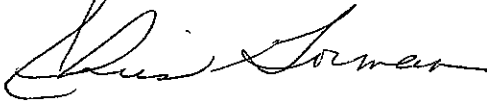
At the request of the Board, Kuhn suggested proposing a motion to the effect of; "The Board will not move forward with the recording of meetings at this time as it would be an ineffective use of tax dollars". Gorman so moved and Carmichael seconded, - all in favor. Motion approved.

**Executive Session - No Executive Session**

Fedeczko requested a motion to adjourn. Gorman moved to approve, Porter seconded. Motion passed unanimously.

Meeting was adjourned at 8:46 p.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Chris Gorman".

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