



**Westmont Public Library**  
**Regular Meeting of the Board of Trustees**  
 March 20th, 2012

The Meeting was called to order at 7:09 P.M. by Amy Porter, President of the Board, at the Westmont Public Library.

**Roll Call:**

Present: A. Porter, E. Carmichael, S. Scheid, C. Gorman, M. Stern and J. Fichtel  
 Also present: C. Kuhn, Library Director and T. Barry, Administrative Assistant  
 Also present: Spencer Parker – Village of Westmont

Absent: J. Martens, Treasurer and J. Coen, Assistant Library Director

**Pledge of Allegiance**

**Consent Agenda**

Gorman moved to approve the Consent Agenda, Scheid seconded. All in favor, motion passed.

**Open Forum:**

- a. Public – **Spencer Parker**, Village of Westmont
- b. Trustees – **Porter** – *Morning of Reflection* on August 15, 2012 ~ Open to ladies. Open House at Standard Market on Saturday, March 23, 2012 11:00 a.m. – 8:00 p.m. Open House at Adventist Hinsdale Hospital on Sunday, March 24, 2012 12:00 p.m. – 5:00 p.m.  
**Carmichael** – *After Hours* at Oak Brook Toyota on Wednesday, March 21, 2012 5:00 p.m. – 7:00 p.m.  
**Gorman** – Great theatre performances at the Westmont Junior and Senior High Schools!  
**Kuhn** – Ethics paperwork was from County. Please complete your forms and return to the County. WPL received an award from SEASPAR for our continuing support of their Transitions program. Gorman suggested the Library send out a press release.

**Additions & Deletions:**

GENERAL ACCOUNT / CLARENDON HILLS BANK A/C #8590					
RECIPIENT	CHECK	MEMORANDUM	NOTE	WPL CODE	AMOUNT
AMAZON CORPORATE	1394	MISCELLANEOUS INVOICES	SEE ATTACHED	00.0000	\$545.84
ARCO PLUMBING	1395	INVOICES 45772 & 45740	NEW METER & MAINT.	11.4611	\$1,615.00
BALES HARDWARE	1396	INVOICE 02202012	MISC. HARDWARE	11.4611	\$20.71
BUCKSON, KATE	1397	INVOICE 03202012 - MILEAGE	JURY DUTY	11.4134	\$12.00
CLARK, DAVID	1398	INVOICE 03202012 - FEB/MAR	SEE ATTACHED	00.0000	\$3,395.00
EBSCO	1399	INVOICE 0042680	VALUE LINE RESEARCH	11.4214	\$5,128.20
EBSCO	1400	INVOICE 2785 - ANNUAL RENEWALS	SEE ATTACHED	00.0000	\$9,591.82
GRIFFIN, REDD	1401	INVOICE 03202012 - BIG READ PROG.	HEMINGWAY HEARTLAND	11.4501	\$200.00

INLAND MECHANICAL	1402	INVOICE 4027383 - HEATING PROBS.	REPLACE PUMP MOTOR	11.4621	\$1,311.56
KLEEMANN, KAREN	1403	INVOICE 03202012 - PROGRAM EXPENSE	DEVIL WEARS PRADA PROG	11.4501	\$45.69
LIMRiCC UCGA	1404	INVOICE 05152012 - UCGA 4TH QTR. 2011	CONTRIBUTION	11.4058	\$118.78
OCLC INC.	1405	INVOICE 0000153878	E-BOOKS	11.4217	\$172.11
LAMANTIA ENTERPRISES	1406	INVOICE 122563	SNOW REMOVAL	11.4615	\$1,119.00
LARSON ENTERPRISES	1407	INVOICE 0052506 - PARTITION	STRUCTURAL	11.4816	\$546.00
LEHMAN, LINDA	1408	INVOICE 03202012 RBP/ILL	LOST & PAID	11.4232	\$6.00
PETTY CASH - T. BARRY	1409	REIMBURSE - IN HOUSE POUCH	SEE ATTACHED	00.0000	\$32.58
PETTY CASH - T. BARRY	1410	REPLENISH LIBRARIAN'S CHECKING	SEE ATTACHED	00.0000	\$0.00
PHILLIPS, LORETTA	1411	INVOICE 03052012 - PERIODICALS	REPLACEMENT MAGS.	11.4214	\$18.87
PITNEY BOWES	1412	INVOICE 03202012	FEBRUARY POSTAGE	11.4451	\$150.00
PITNEY BOWES	1413	INVOICE 8375032- MAR 12	EQUIPMENT LEASE	11.4727	\$85.00
PROJECT LEADERSHIP	1414	INVOICE 077655 - SECURITY	FORENSIC IMAGING	11.4812	\$109.50
PUTNAM, LINDA	1415	INVOICE 03012012 - WHS HISTRY. NITE	PROGRAM REIMBURSE	11.4501	\$10.06
TBGECC	1416	INVOICE 13992 & 13928	HAND DRYER & CIRCUIT	11.4611	\$1,246.47
U.S. POST OFFICE	1417	INVOICE 03012012 - POSTAGE	NEWSLETTER - QTR 2	11.4451	\$900.00
FIRST BANKCARD (WINTRUST)	1418	MISCELLANEOUS INVOICES, 3 X CONF.	SEE ATTACHED	00.0000	\$3,242.70
				<b>TOTAL</b>	<b>\$29,622.89</b>
<b>SPECIAL RESERVES / ILLINOIS FUNDS A/C #1589</b>					
<b>RECIPIENT</b>	<b>CHECK</b>	<b>MEMORANDUM</b>	<b>NOTE</b>	<b>WPL CODE</b>	<b>AMOUNT</b>
AMAZON CORPORATE	1249	INVOICE 278073272879	CABLES FOR SERVER ROOM	70.4852	\$329.74
CLARK, DAVID	1250	INVOICE 03202012 - FEB/MAR	SEE ATTACHED	00.0000	\$350.00
FIRST BANKCARD (WINTRUST)	1251	INVOICE 02202012 - AV SHELVING	SEE ATTACHED	70.4862	\$2,200.00
HOME DEPOT	1252	MISC. INVOICES - 1ST FLOOR PHASE II	SEE ATTACHED	70.4862	\$450.99
SMEETS, MAURICE	1253	INVOICE WPL 20120313	SERVER ROOM RE.LOCATE	70.4862	\$280.00
WESTMONT INTERIOR SUPPLY	1254	INVOICE W79399	1ST FLOOR PHASE II	70.4862	\$40.00
				<b>TOTAL</b>	<b>\$3,650.73</b>
<b>TOTAL ADDED TO BILLS PRESENTED - BOARD MEETING - MARCH 20TH, 2012</b>					<b>\$33,273.62</b>

Gorman moved to approve Additions & Deletions and to include the Additional Invoices with Bills and Salaries, Carmichael seconded – 6 Ayes, 0 Nays. Motion passed.

**Treasurer's Report**

Gorman moved to approve the Treasurer's Report, Scheid seconded. Roll call vote: Gorman, Scheid, Carmichael, Porter, Fichtel and Stern – 6 Ayes, 0 Nays. Motion passed. Absent: Martens

## **Bills and Salaries**

Gorman moved to approve Bills & Salaries, together with the Addendum, Stern seconded.

Roll call vote: Gorman, Scheid, Carmichael, Porter, Fichtel and Stern – 6 Ayes, 0 Nays. Motion passed.  
Absent – Martens

## **Old Business:**

### **Board to Consider Capital Assets Policy –**

Kuhn received comments from the prospective auditors and gave the Board a revised policy.

Stern recommended that the Library list the items older than 5 year as a composite collection. Parker said that as long as it was not a huge amount it should be acceptable.

Kuhn confirmed that the Library would keep the composite method.

Kuhn confirmed that the single purchases of furniture and equipment was already covered through the appraisal method.

Kuhn suggested creating a threshold in the middle of say, \$1,500.00 - \$50,000.00. If the cost of the improvement was \$8,000.00 or more, it would need to be reported.

Stern suggested changing the life of the roof to be decreased to the same as the life of the building.

Gorman moved to approve the policy together with said changes, Carmichael seconded.  
0 Ayes, 0 Nays. Motion passed.

### **Board to consider Strategic Plan –**

Kuhn shared the Introduction and Technology portion of the plan.

Porter asked Kuhn what she would like from the Board. Kuhn asked if the Board felt this was the direction they intended and if the format was suitable. Gorman said she was pleased and that the direction seemed strong. Fichtel said he also felt she should continue to follow this direction. Scheid said she did as well.

Gorman asked Kuhn if there were plans to purchase alternative platforms such as the Apple products or other to enhance digital use or were there plans to pursue open source options? Kuhn said that the needs of residents would be investigated first.

Gorman felt that the Library should only commit to contributing to, not monitoring of a community portal/calendar.

## **New Business:**

**Board to Consider engagement of Baker Tilly Virchow Krause, LLP (Baker Tilly) as FY 2012 auditing firm** – The Village selected Baker Tilly because a new audit brings new eyes. Village also let the Library know that Baker Tilly had a better price for the Library portion of the audit. Parker confirmed that the Village determined Baker Tilly fiscally responsible.

Gorman asked Stern for her opinion about the 'Letter of Engagement'. Stern said she felt comfortable and that it was boiler plate. Gorman pointed out that the letter did indicate that Baker Tilly could charge extra and did not necessarily have to notify prior to the charge. Stern stated was not likely to happen. Parker confirmed that he had checked some previous references to see if there had been any unexpected charges and no one said that there had been.

Gorman moved to engage Baker Tilly Virchow Krause, LLP (Baker Tilly) as FY 2012 auditing firm, Stern seconded.

Roll call vote: Gorman, Scheid, Carmichael, Porter, Fichtel and Stern – 6 Ayes, 0 Nays. Motion passed.  
Absent – Martens

**Board to Consider funds to re-cover first floor study chairs** (SSS) 4/17/12

Gorman moved to approve a not-to exceed amount of \$10,000.00 for the reupholstering of up to 65 chairs (SR fund) primarily, first floor study chairs, Fichtel seconded.

Roll call vote: Gorman, Scheid, Carmichael, Porter, Fichtel and Stern – 6 Ayes, 0 Nays. Motion passed.  
Absent – Martens

Kuhn shared with the Board that she had entered a contest with a \$5,000.00 prize to help reduce refurbishment costs. Carmichael asked what the prize money would be spent on. Kuhn responded that the money would go towards lounge seating.

**Board to consider participation in the Memorial Day parade** - Scheid and Fichtel said they wanted to participate. Carmichael said she would consider it.

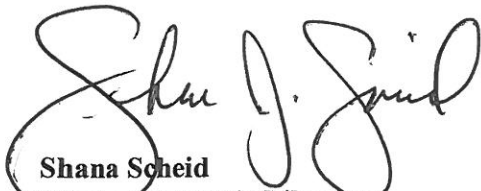
**Closed Session:** None

Porter asked if everyone had checked their calendars for availability on April 10 for a pre-budget meeting. Porter reminded all to visit the Attorney General Website and complete training for the Illinois Open Meetings Act. Fichtel indicated that it might take about 1.5 hours.

Kuhn said she was attending the WCCTB event on April 3.

**Adjournment** – Fichtel moved to adjourn at 8:56 P.M., Scheid seconded. All in favor, motion passed.

**Respectfully submitted,**

  
**Shana Scheid**  
**Westmont Public Library**  
**Board of Trustees, Secretary**