



Westmont Public Library
Minutes
Regular Meeting of the Board of Trustees
Tuesday, July 21st, 2009
7:00 p.m.

The Meeting was called to order at 7:00 p.m. by President, Joyce Fedeczko at the Westmont Public Library.

Roll Call:

Present: J. Fedeczko, A. Porter, J. Martens, C. Kaifesh, E. Carmichael
Also present: C. Kuhn, Director, T. Barry, Administrative Assistant, and Westmont resident, Karol Sole
Absent: C. Gorman and S. Scheid

Pledge of Allegiance:

Approval of the Minutes for June 16th, 2009

J. Fedeczko requested a motion to approve the minutes of June 16th, 2009. C. Kaifesh moved to approve, J. Martens seconded. No further discussion. 4 - Ayes., J. Fedeczko abstained.
Motion to approve passed.

Open Forum:

1. Ken Herdeman, President. BBE Community Investments

K. Herdeman shared a basic overview of Community Investment Partners. BBE Community Investment Partners offer both financial advisors and investment advisors. K. Herdeman stated that his company would present the library with an investment policy or bring the library's current policy up to date.

(Shana Scheid arrives at 7:10 p.m.)

K. Herdeman said that if BBE were engaged with WPL they would certainly try to develop a relationship with a local bank in or near Westmont.

K. Herdeman explained that \$1m managed would cost about \$2,500/year. The fee is on a graduated scale so the larger the amount under management the lower the fee would be. S. Scheid asked K. Herdeman to name other libraries and not for profit clients. K. Herdeman said that particulars could be found at the end of his company brochure.

S. Scheid asked about BBE rate vs. Fidelity who only charges when money sells. K. Herdeman said that there are only certain things the library could invest based on the government rules. He said that on average they provided returns at 1.3% to clients (net of fees). S. Scheid asked about Round Lake Library and K. Herdeman said that they were just getting started; however, Cook Memorial benefited from the net average weighted yield 1.30 or 1.40 with CD's. K. Herdeman departed at 7:40.

2. J. Krauss from Wayne Hummer Investments, a subsidiary of Hinsdale Bank and Trust.

J. Krauss explained that he is an investment broker with Wayne Hummer Investments, a subsidiary of WINTRUST (Hinsdale Bank and Trust). J. Krauss presented a simple savings account option for the library. J. Krauss said that he would want to review the library's investment policy and review the trustee's expectations before discussing other possible investments. Wayne Hummer Investments would create a custom plan for WPL.

J. Fedeczko asked whether or not the lending and advising would create a conflict of interest. C. Kuhn stated that although our loan is through Hinsdale Bank and Trust, we were not obligated to invest with them. C. Kaifesh asked how Wayne Hummer Investments made their money. J. Krauss replied that "loaning out and loaning out" was the key. J. Fedeczko asked what the charge would be for an investment at \$1m dollars. J. Krauss replied that it would be about \$4,000.00. J. Krauss then provided a brief overview of his company.

C. Kaifesh asked if he could provide a list of other municipalities they manage. J. Fedeczko asked about other libraries. J. Krauss confirmed that he was currently working with La Grange Public Library. J. Krauss explained that $\frac{3}{4}$ of 1 percent was the current rate. A. Porter asked if there were extra charges. J. Krauss said no. J. Fedeczko asked if he worked with the Village of Westmont. J. Krauss said yes. S. Scheid asked if we could be more aggressive than just parking the money. J. Krauss explained the tiers. S. Scheid asked how long he had been working with La Grange Public Library. J. Krauss said about two months. J. Martens asked about additional fees for other investments outside the conventional IBD. J. Krauss said there might be 40 basis points. J. Krauss said that his company would bill month forward and or their fees could be taken out of our accounts directly. J. Krauss thanked the Board and ended his presentation. J. Krauss departed at 8:04.

3. Mr. Jim Fessner of Klein, Thorpe & Jenkins

Mr. Fessner introduced himself as the Library's gatekeeper to the services of Klein Thorpe and Jenkins, attorneys for WPL, replacing Gerard Dempsey who is retiring in December. KTJ is very familiar public library law. Regarding the options for obtaining a loan, Mr. Fessner stated that Government debt financing is a very specialized field. The Library is working with James Shanahan of Shanahan & Shanahan, LLP, to draw up the necessary paperwork for the loan. Mr. Fessner said he could answer some of the Board's questions with regards to the loan. J. Fedeczko asked about IRS rules. S. Scheid asked about options. Two options, other than going for a bond referendum are ground lease and debt certificates. Mr. Fessner stated most libraries go with the debt certificates to fund a project such as a roof replacement. Mr. Fessner asked if there were any other questions and then thanked the Board for their time. He departed at 8:19PM.

4. Tiffany Nash, Product Architecture

Tiffany Nash introduced herself at 8:20. T. Nash spoke briefly about finishing the re-design and update of the 2nd floor. The power point presentation highlighted new pieces of furniture, fabric samples for re-upholstery and some changes to the existing use of space. T. Nash would work with a budget between \$40,000 and \$50,000.00. This item will be brought forward for further discussion and approval to move forward under item 10.

S. Scheid asked if consideration had been given to adding more study rooms to the 2nd floor. C. Kuhn said the design does not rule out the possibility if demand warrants another room and funds are available.

Additions and Deletions:

Additions to Bills and Invoices

GENERAL FUND / CHB

Name of Recipient	Check No.	Memo	WPL Account	Amount
Arco Plumbing	1001	Repairs to toilet	11.4611	\$154.50
Clark, David	1002	Project Management: General	11.4611	\$2,415.00
Clark, David	1003	Project Management: Roof	11.4617	\$2,450.00
FlowTechnics, Inc.	1004	Annual Inspection Storm Water Pump Station	11.4629	\$520.00
Kellermeyer		Professional and Technical Services	11.4617	\$2,735.35
Godfryt Hart	1005			
Thomas, Lynn	1006	Reimbursement/Program Supplies	11.4501	\$131.11
Village Of Westmont	1007	Accounting Services June & July 2009	11.4814	\$1,000.00

MONEY MARKET FUND / ILL FUNDS

Name of Recipient	Check No.	Memo	WPL Account	Amount
Kellermeyer		Roof Project: Contracting Expenses		
Godfryt Hart	1061	Request for Payment No. 1	11.4617	SVOID
Christiansen, Inc.	1062	Roof Project: Contracting Expenses		
Roofers		Request for Payment No. 1	11.4617	SVOID

SPECIAL RESERVE FUND / ILL FUNDS

Name of Recipient	Check No.	Memo	WPL Account	Amount
Christiansen, Inc.	1123	Roof Project: Contracting Expenses		
Roofers		Request for Payment No. 1	11.4617	\$80,025.30
			TOTAL	\$86,981.26

Additions to Communications:

- LETTER: 07.20.2009 KGH Field report.
- LETTER: 07.16.2009 Kellermeyer, Godfryt & Hart - Payment Request No. 1 to Christiansen's KGH No. 08-07-312
- EMAIL: Management Association of Illinois Proposal to Review and Revise the Personnel Handbook
- EMAIL: Village of Westmont Chamber announce Ribbon Cutting Ceremony at Guava Restaurant, Wednesday 22
- EMAIL: ISL Newsletter E-news from the ISL Volume 2, No. 29

J. Fedeczko requested a motion to approve Additions and Deletions to Agenda. C. Kaifesh moved to approve. A. Porter seconded. Roll Call vote: J. Fedeczko, A. Porter, C. Kaifesh, J. Martens, E. Carmichael, S. Scheid - All Ayes, 0 Nays
Absent: C. Gorman

Communications

Email: 06.24.2009: MLS L2 Announce, New and Upcoming Events
Email: 07.02.2009: MLS L2 Announce, New and Upcoming Events
Email: 07.03.2009: Illinois State Library : Holiday Closing
Email: 07.09.2009: A.L.A. Conference : Travel Arrangements
Email: 07.09.2009: MLS LIMRiCC: Potential Claim Information
Email: 07.09.2009: MLS L2 Announce, New and Upcoming Events
Email: 07.09.2009: MLS E-announce, Vol. 3, Issue 13, July 8, 2009
Email: 07.15.2009: MLS L2 Announce, New and Upcoming Events
Email: 07.15.2009: ILA News, News from Illinois Library Association
Flyer: Web Junction F.A.Q.'s
Letter: 06.12.2009: Klein, Thorpe & Jenkins Ltd.
Significant Legal Development –
Illinois Supreme Court Interpretation of
The Freedom of Information Act Exemptions
Letter: 07.02.2009: Book Worm Angels
Thank you note for our generous donation of children's books

Treasurer's Report

NONE (Village Accounting Office presently undergoing Audit)

J. Fedeczko requested a motion to table the Treasurer's report. C. Kaifesh moved to approve. A. Porter seconded. All ayes, 0-Nays.
Motion passed unanimously.
Absent: C. Gorman

Bills and Salaries

J. Fedeczko asked if anyone had any further questions. No further discussion. J. Fedeczko requested a motion to approve Bills and Salaries. C. Kaifesh moved to approve. A. Porter seconded.
Roll call vote: J. Fedeczko, A. Porter, C. Kaifesh, J. Martens, E. Carmichael, S. Scheid; - All Ayes, 0-Nays
Absent: C. Gorman

Committee Reports

Finance Committee - none

By Law & Policy Committee – Set date for next meeting. C. Kuhn will poll for acceptable date.

Buildings and Grounds Committee – Accepted minutes from June 20, 2009

Strategic Planning Committee – Set date for next meeting to discuss strategic planning process and facilitators. C. Kuhn will poll for acceptable date.

Board to approve minutes from the Buildings and Grounds Committee meeting held in June. J. Fedeczko requested a motion to approve the minutes from June 20, 2009. E. Carmichael moved to approve. A. Porter seconded - All ayes, 0 – Nays.

Librarian's Report

C. Kuhn will attend the Mayor's Roundtable Meeting at the Village on Monday, August 10, (Intergovernmental cooperation). One Board member should also attend. A. Porter, J. Martens and S. Scheid expressed interest.

J. Fedeczko made a formal response to the Westmont Progress in response to public criticism of our Outreach Program. The primary complaint seemed to be concern over dollars spent on library materials in a foreign language. C. Kuhn confirmed that the library's primary focus was actually on ESL and just a tiny bit of fiction. J. Fedeczko said that there was a note asking about materials in Polish. C. Kuhn confirmed that the library does have some materials in French, Chinese and Italian but, not a lot. However, we have access to materials from other libraries. As Spanish residents represent 8-10% of the population in Westmont the library has acknowledged their needs. C. Kuhn also said that the Asian Indian population is also large but that the majority speak and read English. WPL does have an outstanding Hindi film collection, both fictional and historical.

J. Fedeczko requested a motion to approve the Librarian's report. A. Porter moved to approve. C. Kuhn seconded - All ayes, 0 – Nays.
Motion passed unanimously.

Unfinished Business

Board considered update on Roof Project. There were no additional questions regarding progress.

Board to consider completion of re-design of second floor. C. Kuhn requested permission to approve moving forward with the re-design and refurbishment, together with approval of the proposed budget. J. Fedeczko requested a motion to approve the budget at \$50,000.00, approve the 'go ahead' for designer to begin construction and purchase materials for the YS department. C. Kaifesh moved to approve, A. Porter seconded.

Roll call vote: J. Fedeczko, A. Porter, C. Kaifesh, J. Martens, E. Carmichael – Ayes

S. Scheid – Nay

Absent: C. Gorman

Board to consider an Ordinance number authorizing and providing for an installment contract, the issuance of an aggregate \$900,000.00, General Obligation Debt Certificates, Series 2009, by and for the Westmont Public Library. C. Kuhn confirmed that a traditional mortgage is not an option with a public building. C. Kuhn explained that the library would issue Debt Certificates to the Bank and then in turn, buy them back.

A special Board meeting will be held on Saturday, 25th July, 2009 at 10:00 a.m. to discuss the loan amount and method of repayment. E. Carmichael will not be available. J. Fedeczko, A. Porter, J. Martens, C. Kaifesh and S. Scheid planned to meet at 3:30 on Saturday, 25th July.

Board discussed the necessity of revising and rewriting of the Employee Personnel Handbook. C. Kuhn shared proposals from Mary Jane Kepner and Management Associates of Illinois. S. Scheid asked what extra fees Management Association would charge us. Amy Porter suggested moving ahead with Ms. Kepner if her last handbook is recent. C. Kuhn to check with attorney.

(C. Kaifesh departed at 10:10 p.m.)

J. Fedeczko requested a motion to table further discussion regarding the Personnel Handbook until Saturday, 25th July. J. Martens moved to approve. A. Porter seconded. All ayes, 0 – Nays

Motion passed unanimously.

Absent: C. Gorman, C. Kaifesh

Committee Assignments

Finance Committee: John Martens, Joyce Fedeczko, Amy Porter, Chris Gorman, Christine Kaifesh, Elaine Carmichael, Shana Scheid

Building & Grounds Committee: Amy Porter, Joyce Fedeczko, John Martens, Chris Gorman, Shana Scheid

By-Laws & Policy Committee Meeting: Joyce Fedeczko, Christine Kaifesh, Amy Porter, John Martens, Shana Scheid

Strategic Planning Committee: Amy Porter, Joyce Fedeczko, Chris Gorman, Shana Scheid

New Business

The Board will discuss further consideration of engaging new Financial Advisors at the next meeting. J. Fedeczko requests a motion to table this item until August 18th, 2009. J. Martens moved to approve. E. Carmichael seconded.

J. Fedeczko requested a motion to adjourn. A. Porter moved to approve, J. Martens seconded. Meeting was adjourned at 10:17 p.m.

Respectfully submitted,



Chris Gorman

Westmont Public Library

Board of Trustees, Secretary