



Westmont Public Library
 Minutes
Regular Meeting of the Board of Trustees
Tuesday, August 18, 2009
7:00 p.m.

The Meeting was called to order at 7:02 p.m. by President, 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, T. Barry, Administrative Assistant
Absent: S. Scheid

Pledge of Allegiance:

Approval of the Minutes for July 21st and 25th, 2009

J. Fedeczko requested a motion to approve the minutes of July 21st, 2009. A. Porter moved to approve the July 21, 2009 minutes. J. Martens seconded. No further discussion. Motion to approve passed unanimously.

J. Fedeczko requested a motion to approve the minutes of July 25th, 2009.

C. Kaifesh pointed out an error. Roll call vote on adopting the ordinance as drafted for the roof loan should reflect "Aye" for C. Kaifesh. C. Kaifesh moved to approve July 25th, 2009 minutes as amended. J. Martens seconded. Motion to approve passed unanimously.

Open Forum:

None

Additions and Deletions:

Additional Bills & Invoices

GENERAL FUND / CHB 8590

Name of Recipient	Check No.	Memo	WPL Account	Amount
Illinois Department Of Revenue	1008	Payroll Tax	11.2400	\$1,447.86
Arco Plumbing	1009	Test & Repairs to Backflow Invoice 40903	11.4611	\$ 945.00
Buckson, Kate	1010	Reimbursement Program Supplies	11.4501	\$ 191.55
		Glass for display cases	11.4611	\$ 76.95
Coen, Julia	1011	Registration for Internet Librarian Conference & Airfare for I.L. Conference	11.4131	\$ 763.80
Heitner, Candy	1012	Payment for program Musical Story Time 09.09.09	11.4501	\$ 100.00
Herzog's, Dave Marionettes	1013	Payment for program Captain Cranky & His Crew Puppet Show 09.19.09	11.4501	\$ 300.00
MLS General Fund	1014	Research Pro Data Base Invoice #46647	11.4217	\$5,695.50
Rinker, Kimberly	1015	Payment for program Horse Racing in Chicago 09.27.09	11.4501	\$ 150.00
Tim's Professional Painting	1016	Painting of building Exterior Soffit	11.4617	\$2,200.00
United States Post Office	1017	Annual Permit Fee August 2009-August 2010	11.4451	\$ 185.00
			SUB-TOTAL	\$12,055.66

Additional Invoices (continued...)

ROOF ESCROW ACCOUNT / CHB 8817

Name of Recipient	Check No.	Memo	WPL Account	Amount
Christiansen, Inc. Roofers	0001	Roof Project: Contracting Expenses Request for Payment No. 2 Period ending 07.31.2009	11.4617	\$214,309.98
AMENDED			TOTAL	<u>\$226,365.64</u>

ADDITIONAL INVOICES FROM ROOF ESCROW ACCOUNT / CHB 8817

Name of Recipient	Check No.	Memo	WPL Account	Amount
Clarendon Hills Bank General Account	0002	Roof Project: Repayment to CHB for Expenses previously paid to KGH Engineers (\$3,490.35) D. Clark, Project Manager (\$4,305.00)	11.4617 11.4617	\$7,760.05
Illinois Funds Special Reserves	0003	Roof Project: Repayment to ILL Funds Special Reserves to cover costs previously Paid as Payment No. 1 to Christiansen	11.2617	\$80,025.30
SUB-TOTAL			\$87,785.35	

J. Fedeczko requested a motion to approve Additions & Deletions to Bills and Invoices. A. Porter moved to approve. C. Kaifesh seconded.

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

Additions to Communications:

- LETTER: 08.14.09 David Clark Roof Progress Report
- LETTER: 08.15.09 KGH Roof Project Update with Field Report
- MEMO: 08.03.09 Notes from Village of Westmont : Public Information Committee: Organizations Meeting.

Communications 08.18.2009:

- Email: 07.22.2009: MLS L2 Announce, New and Upcoming Events
- Email: 07.22.2009: MLS E-nnounce, Volume 3, Issue 14
- Email: 07.24.2009: Westmont Chamber of Commerce: Silent Auction
- Email: 07.27.2009: Macy's Museum Pass Launch Event
- Email: 07.27.2009: One Brick.org Volunteer 'Swat Team'
- Email: 07.24.2009: Jim Shanahan visit and revised Ordinance
- Email: 07.29.2009: MLS L2 Announce, New and Upcoming Events
- Email: 07.29.2009: Thank you note to Carmen, ESL @ WPRC
- Email: 08.06.2009: MLS E-nnounce, Volume 3, Issue 15
- Email: 08.06.2009: MLS L2 Announce, New and Upcoming Events
- Letter: 07.25.2009: KGH Field Report, Roof Replacement Project
- Email: 08.12.2009: Director's Evaluation together with notes from Mayor's Roundtable
- Email: 08.12.2009: Westmont Chamber of Commerce: Ribbon Cutting at State Farm
- Email: 08.12.2009: By-Laws & Committee Meeting to be held August 18, 2009
Examples of Consent Agendas
- Email: 08.12.2009: John Martens notes on Mayor's Roundtable
- Email: 08.13.2009: MLS L2 Announce, New and Upcoming Events

Treasurer's Report

Board discussed briefly the Treasurer's Report and its relationship to a Consent Agenda. J. Fedeczko asked what percentage library expenditures were at. C. Kuhn said that we were at about 25%.

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

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. A. Porter moved to approve. C. Kaifesh seconded.
Roll call vote: J. Fedeczko, A. Porter, J. Martens, C. Gorman, C. Kaifesh and E. Carmichael - All Ayes, 0-Nays
Absent: S. Scheid

Committee Reports

Finance Committee - none
By Law & Policy Committee – Consent Agenda
Buildings and Grounds Committee - none
Strategic Planning Committee - none

Librarian's Report

C. Kuhn briefly highlighted the Librarian's Report. J. Fedeczko requested a motion to approve the Librarian's report. C. Kaifesh moved to approve. C. Gorman seconded - All ayes, 0 – Nays. Motion passed unanimously.

Unfinished Business

Board considered the decision to engage a Financial Advisor. J. Fedeczko requested a motion to table further discussion regarding Financial Advisors until October Board Meeting. J. Martens moved to approve. E. Carmichael seconded. Motion passed unanimously.

New Business

The By-Law & Policy Committee recommended that the Board adopt a Consent Agenda format, beginning with the October 2009 Board Meeting. The Consent Agenda would include Minutes, Communications, Treasurer's Report, Bills and Salaries, Committee Minutes and Librarian's Report. J. Fedeczko requested a motion to approve the use of the Consent Agenda beginning with the October Board Meeting. A. Porter moved to approve, C. Kaifesh seconded.

Discussion of advantages and disadvantages to using a Consent Agenda followed. C. Gorman expressed concern that the Board would not spend enough time questioning Bills and Salaries. A. Porter responded that any time a Board Member wanted to discuss a particular item within the Consent Agenda, it could be pulled from the Consent Agenda and discussed during the meeting. C. Gorman moved to amend the motion, eliminating the Treasurer's Report and Bills and Salaries from the Consent Agenda process. E. Carmichael seconded - All ayes, 0 – Nays. Motion passed unanimously. Board then voted on the amended motion - All ayes, 0 – Nays. Motion passed unanimously.

The Board reviewed the 2010 Calendar of Holiday and In-Service Closings. C. Kuhn explained in detail the weekend of July 4th. As this holiday falls on a Sunday in 2010, the calendar would reflect that the library would be closed on Sunday, July 4th and Monday, July 5th, in observation of this holiday. C. Kuhn also explained that staff is only paid for one of the two days and that compensation varied based on full-time or part-time status. The Board also discussed the 2010 Calendar of Meeting Dates. Regular Meetings of the Board of Trustees are scheduled to take place on January 19th, February 15th, March 16th, April 20th, May 18th, June 15th, July 20th, August 17th, September 21st, October 19th, November 16th and December 21st, 2010.

J. Fedeczko requested a motion to approve the 2010 Calendar of Closings and Meeting Dates. C. Kaifesh moved to approve, J. Martens seconded. Motion passed unanimously.

The Board discussed the matter of repaying the Illinois Funds Special Reserve Fund for the sum of \$80,025.35 to replace monies spent to pay the roofers prior to the availability of the Roof Loan Escrow account. A. Porter moved to approve repayment from the Construction Escrow account to Special Reserve Fund for the sum of \$80,025.85. J. Martens seconded.
Roll call vote: J. Fedeczko, A. Porter, J. Martens, C. Gorman, C. Kaifesh and E. Carmichael - All Ayes, 0-Nays
Absent: S. Scheid

The Board also discussed the repayment to the General Account at Clarendon Hills Bank for the sum of \$7,760.05 to replace monies spent to pay KGH Engineers and D. Clark, Project Manager, prior to the availability of the Roof Loan Escrow account.

A. Porter moved to approve repayment from the Construction Escrow account to the General Account for the sum of \$7,760.05. J. Martens seconded.

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

The Board discussed Board Expenses Guidelines. Of the \$3,500.00 budgeted for Board expenses, \$2,470.00 was earmarked for reoccurring expense, leaving \$1030.00 for Board training expense, or \$147.00 per Board member. J. Fedeczko requested a motion to allow each Board member to spend \$147.00 on continuing education opportunities. C. Kaifesh moved to approve, J. Martens seconded.

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

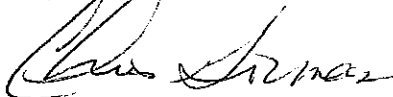
The Board discussed the Performance Review Process for the Library Director together with a brief overview of the rubric to be used for the evaluation. Three of the Trustees would like to attend a seminar, which would focus on the review process of a Director. This seminar would be held on September 30th. The actual Performance Review for C. Kuhn would then be scheduled for the October 20th Board Meeting.

Executive Session

None

J. Fedeczko requested a motion to adjourn. A. Porter moved to approve, J. Martens seconded. Meeting was adjourned at 8:50 p.m.

Respectfully submitted,



Chris Gorman
Westmont Public Library
Board of Trustees, Secretary