



Westmont Public Library
AMENDED MINUTES
Regular Meeting of the Board of Trustees
Tuesday, September 15, 2009
7:00 p.m.

The Meeting was called to order at 7:03 p.m. by Secretary, Chris Gorman, acting Chair, at the Westmont Public Library.

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

Pledge of Allegiance

Approval of the Minutes for August 18th, 2009

C. Gorman requested a motion to approve the minutes of August 18th, 2009. E. Carmichael moved to approve, J. Martens seconded. Discussion followed. C. Gorman requested that the line stating she was not pleased with the speed at which the Treasurer's Report and the Bills and Salaries were passed be struck from the minutes. C. Gorman requested a motion to approve amending the minutes. E. Carmichael moved to approve, J. Martens seconded the motion to amend the minutes.

Roll call vote: S. Scheid – Abstained, J. Martens, C. Gorman and E. Carmichael – Ayes

Motion to amend the minutes passed.

J. Martens moved to approve the minutes as amended. E. Carmichael seconded.

Roll call vote: S. Scheid – Abstained, J. Martens, C. Gorman, E. Carmichael – Ayes

Absent: J. Fedeczko, A. Porter and C. Kaifesh

Motion to approve the minutes, as amended, passed.

Open Forum:

~~Carmen Higgins, Hispanic Outreach Coordinator~~

Mitch Flesner, IT Manager

Trustees – nothing discussed

Director – nothing discussed

Mitch highlighted the Tech Plan included in the Board Packet. Mitch also discussed the pros and cons of DVD's vs. Blu Ray. He pointed out the availability of Red Box DVD's and indicated that there was a similar "movie vending machine" in use that incorporated the use of a library card instead of money. Mitch highlighted the prospect of on-line reviews and on-line book discussions to promote a sense of community.

J. Martens asked if the key 'points' in the report were on a wish list or were they budgeted. C. Kuhn said that they were both and that we were actually carrying out some of them. The purchase of Blu Ray discs was in the budget and we were slowly buying material. C. Kuhn said that although we were interested in implementing the use of a Kindle or iPod, there were licensing complications with regard to sharing.

C. Gorman asked about the cost of a Kindle. C. Kuhn said that they cost about \$250.00-\$300.00 for the basic device and if purchased that the machine would stay in the building. C. Gorman explained that a SONY Reader machine could also read various materials. C. Gorman asked C. Kuhn which machines have legal restrictions as the Kindle competes with other e-paper devices such as the Sony Reader, iRex iLiad, Jinke Hanlin e-Reader and CyBook by Bookeen.

C. Kuhn said that when the Board approved the Tech Plan they approved the direction and the philosophy of the plan and is not writing a blank check for technology purchases. E. Carmichael asked how we would keep devices from being stolen. C. Kuhn explained the library card security. C. Gorman asked about a monetary deposit. C. Kuhn said that that might be a possibility. C. Kuhn also said that if library headphones aren't returned a \$20 fee is automatically put on the patrons account. C. Gorman asked about the Red Box style option. M. Flesner said that there is a library version available called LibraMate that does not require money but rather uses a library card.

Additions and Deletions:

Additional Bills & Invoices

The Board reviewed payments made from Escrow account. CHB/HBT

ROOF ESCROW ACCOUNT / CHB 8817

Name of Recipient	Check No.	Memo	WPL Account	Amount
Christiansen, Inc. Roofers	0004	Roof Project: Contracting Expenses Request for Payment No. 3 Period ending 08.28.2009	11.4617	\$127,141.20
Kellermeyer Godfryt Hart	0005	Professional Engineering Services Invoice Number 09-1847 August 12, 2009	11.4617	\$9,935.81
Kellermeyer Godfryt Hart	0006	Professional Engineering Services Invoice Number 09-1995 September 3, 2009	11.4617	\$5,038.25
David Clark	0007	Project Management	11.4617	\$1,190.00
SUB-TOTAL				\$143,305.26

S.Scheid asked about the relationship between Christiansen Roofing and Kellermeyer Godfryt Hart. C. Kuhn explained that the two were completely different companies with no ties to each other. C. Gorman asked if KGH oversees what CRI does. C. Kuhn explained that KGH planned the design of the roof and they were onsite to make sure that CRI carries out the work exactly as designed. J. Martens asked if the tiles on the roof, currently awaiting installation on roof tile clips, are secure. C. Kuhn assured the board that the tiles were secure. C. Gorman asked what the ratio was between good tiles vs. broken tiles. Did any break in transit? C. Kuhn replied that she was not sure of the ratio or whether or not any tiles were broken in transit.

C. Gorman requested a motion to approve Additions & Deletions to Bills and Salaries. E. Carmichael moved to approve, S. Scheid seconded, All Ayes. Motion passed unanimously.

Additions to Communications:

None

Communications:

- Email: 08.19.2009: MLS L2 Announce, New and Upcoming Events
- Email: 08.20.2009: MLS Ennounce, Vol. 3, No.16 – Library Law on Patron Privacy
- Email: 08.21.2009: WCCTB Networking Event: CHB After Hours
- Email: 08.24.2009: KGH Update re Water infiltration
- Email: 08.25.2009: Illinois Library Association ILA E-News
- Email: 08.27.2009: MLS L2 Announce, New and Upcoming Events
- Email: 09.02.2009: MLS L2 Announce, New and Upcoming Events
- Email: 09.04.2009: WCCTB Celebration September 30, 2009
- Email: 09.04.2009: Illinois State Library ISL E-News ISL Vol. 2, No. 36

Communications (continued):

Email: 09.09.2009: MLS L2 Announce, New and Upcoming Events

Email: 09.10.2009: MLS Ennounce, Vol. 3, No. 17

Treasurer's Report

Board discussed the Treasurer's Report. C. Kuhn said that we are on track with the budget. C. Kuhn said she would request corrections to the buildings & grounds maintenance and explained that \$800,000.00 was divided between roof project expenses and general repairs. S. Scheid asked what the difference was between grounds maintenance and general maintenance. C. Kuhn explained that \$40,000.00 would cover costs of general maintenance, maintenance pertaining to the actual building and that \$20,000.00 was set aside for grounds maintenance, that category consisted of lawn care, snow removal and other items outside the building. C. Kuhn said that the figures needed to be adjusted. S. Scheid commented on the budget variance and asked what monies were left. C. Kuhn pointed out that the 'library's fiscal year' is April to May which explained what appeared to be a shortfall, was not. C. Gorman asked about donations and memorials. C. Kuhn said that those monies were mostly from the Friends of the Library. J. Martens asked why we appeared to be 42% in the hole with Workman's Compensation. C. Kuhn said that we needed to make up for an underpayment in the previous year. Workman's Compensation is paid annually. E. Carmichael asked if Unemployment Compensation was the same. C. Kuhn said that Unemployment contributions were paid quarterly. C. Kuhn said she would investigate the apparent budgeting shortage.

J. Martens asked about the budget for Errors and Omissions insurance. C. Kuhn said that we paid for this under the \$20K. C. Gorman asked about the balance sheet for the Illinois Funds, Special Reserve Fund and Illinois Prime Market fund; was one of them mandatory and if so, which one? C. Kuhn said that there was no law that said one had to put money to the side, however, experience recommended that 25% of the reserves be set aside in case the property taxes did not come through in a timely fashion. C. Kuhn also explained that the Special Reserve Fund cannot be spent on salaries, materials or programs. Special Reserve monies could only be used for salaries and bills in an emergency situation and must be paid back as soon as possible. The library was currently using the Illinois Funds for investment. C. Kuhn said that she telephoned the Illinois Funds Administration to transfer the necessary dollars to the General Account at Clarendon Hills Bank to pay the monthly bills. C. Gorman asked what the Prime Money Market Account was. C. Kuhn explained that the Prime Fund Account required 30-day lead-time to use monies but the account provided a higher % rate. C. Kuhn said that in fact the two funds were merged recently and that she would advise Lisa VanBogget at the Village. C. Gorman asked about the library's investment options. C. Kuhn said that the Finance Committee should discuss in further detail. C. Kuhn also explained that the library did not have enough funds in the past to consider many options. E. Carmichael asked about the status of the accounts at Bank of America. C. Kuhn said that they would be closed by the end of October if not sooner. C. Kuhn would have the accountants double-check the balance/reconciliation of the general account before closing it. The Petty Cash/Librarian's checking account could be closed sooner. C. Gorman asked why the Village owed us \$1,800.00. C. Kuhn explained that amount was erroneously deposited into the Village account when the per capita grant monies were received. The Village was paying us back. C. Gorman asked about the expenses to Raul Fernandez at \$800.00 and Taco Express at \$441.72. C. Kuhn explained that those monies were to cover the cost of the Hispanic Festival Program scheduled for Saturday, September 26th from 6:00-8:00 p.m. in celebration of Hispanic Heritage Month. Music provided by Raul Fernandez and food provided by Taco Express.

C. Gorman asked about the vendor California Language Laboratory. C. Kuhn explained that they provided ESL materials for various non-English speaking patrons. C. Gorman asked what materials were available for English speaking patrons to learn other languages. C. Kuhn said that the library provided "Living Language materials" and a "Transparent Language", a new product on flash drive offered by Recorded Books. "Transparent Language" is PC and Mac friendly. The library has purchased flash drives to learn Spanish, French, Latin, Polish, Chinese and English. E. Carmichael asked what the trustees should say to Westmont residents if questioned about the \$1200.00+ dollars being spent on a program for the Hispanic community. C. Kuhn

explained that the program was intended to build community fellowship and that we are expecting a large and diverse crowd. C. Kuhn also explained that the library has presented programs on India and China and will address other cultures in the future.

C. Gorman asked about monies paid to D. Clark and asked why the library wasn't using someone local as a Project Manager. C. Kuhn said that the position for Project Manager was advertised and that Mr. Clark was the only person who responded and he is very qualified. C. Gorman asked about the \$33,000.00 paid out for HVAC. C. Kuhn explained that the \$33K was an YTD figure and also explained the many problems surrounding the burst coil. C. Kuhn explained that an insurance claim had been filed and that D. Clark was working with the engineers from the insurance company to reach a resolution. C. Gorman asked if there were any further questions. E. Carmichael asked if the approval of the Treasurers Report should be contingent on C. Kuhn having the Variance Report amended? C. Kuhn said that all figures were listed but not broken down correctly. E. Carmichael said same difference. C. Gorman said to correct the budgeted amount for income. C. Gorman requested a motion to approve the Treasurer's Report. J. Martens moved to approve. S. Scheid seconded.

Roll call vote: S. Scheid, J. Martens, C. Gorman and E. Carmichael – 4 Nays. 0-Ayes.

Absent: J. Fedeczko, A. Porter and C. Kaifesh

S. Scheid moved to table the approval of the Treasurer's Report, J. Martens seconded – all Ayes.

Bills and Salaries

C. Gorman requested a motion to approve the Bills and Salaries. J. Martens moved to approve, E. Carmichael seconded.

Roll call vote: S. Scheid, J. Martens, C. Gorman and E. Carmichael – all Ayes, 0 Nays.

Absent: J. Fedeczko, A. Porter, C. Kaifesh.

Committee Reports

- Finance Committee - None
- By Law & Policy Committee – A meeting date was set for Tuesday, 20th October, 2009; at 6:30 p.m. C. Kuhn will inform the other members of the Board about this meeting. The Committee will consider the policy on Board Communications together with the policy on FOIA (Freedom of Information Act). At present, there is no policy for FOIA; however, there had been a recent request to verify "Fairness in Contracts" which falls under the FOIA status. C. Gorman said she would like copies of those requests.
- Buildings and Grounds Committee – None
- Strategic Planning Committee - C. Kuhn sent out information to plan a meeting and retreat date. C. Kuhn said at present, she was unable to move forward. C. Kuhn will issue a second request.

Librarian's Report

C. Kuhn highlighted the Librarian's Report. National "Talk like a Pirate Day" is this Saturday! Staff has been encouraged to dress up like pirates. C. Kuhn reviewed the MLS Proposed Plan of Service V5.0. Inter-library loan borrowing will be hit hardest.

C. Gorman mentioned GREEN GRANTS with regard to the replacement of the buildings windows. If there is a "windows only replacement grant" should the library consider? C. Kuhn will investigate and advise. C. Kuhn said that we might be able to qualify for a lighting grant given the new fixtures.

C. Gorman requested a motion to approve the Librarian's Report. E. Carmichael moved to approve, S. Scheid seconded - All ayes, 0 – Nays. Motion passed unanimously.

Unfinished Business

Board considered the decision to table the Director's Evaluation until October 20th, 2009. No action required.

Board considered the Roof Project Update. No action required.

Board considered the Relighting Plan / Test Project. C. Kuhn explained that the gratis test project was carried out in non-fiction area. Additional test projects will be delayed due to the incompatible shallow pans in certain areas. At this point the deep pans, which are compatible with the retrofit, are located only in the stacks.

New Business

Board to consider the FY2011 Levy Request. The Board discussed the fact that Salaries and Buildings and Grounds received most of their monies from the .00039 difference.

S. Scheid asked what the difference was for Salaries between 2008 and 2009. C. Kuhn said that the amount went from \$630,000.00 to \$680,000.00. C. Kuhn said that we would like to be open an hour longer but would require more staff. J. Martens asked if there were plans to hire more staff. C. Kuhn said new positions would be needed if service or hours were increased. C. Gorman asked whether or not hiring should be delayed until the Strategic Planning Committee meets. C. Kuhn confirmed that she did not want to hire new staff that might have to be let go in two years, relevant to the projections of declining home values and lower taxes.

"S. Scheid said that she was hesitant to increase staff salaries without more accurate information about the current budget as well as complete information about the prior year's budget before deciding how to allocate funds in the following year. She expressed her concern about being accountable to Westmont taxpayers for a salary increase during a recession without an appropriate explanation as to why such a need existed without a complete picture of what our budget was, as compared with the library's needs."

C. Kuhn stated that the rate of pay for staff at Westmont Public Library was the one of the lowest in the area. C. Kuhn explained that this fact is corroborated by a professional survey of other local libraries of the same size and similar demographics. WPL ranked below the median.

S. Scheid raised the same concern about needing more information before any increases could be made. S. Scheid would like to review certain figures line by line. C. Gorman clarified that the budget for salaries was at \$720,000 for 2009, \$780,000 for 2010 and \$830,000 for 2011 an amount that would permit the expansion of hours. S. Scheid pointed out that serious consideration should be given to salary increases at this time without more complete and accurate information about the Library's Budget. Especially in light of the current economic environment and the fact that in many job areas there are record lay-offs, and salary freezes for those who haven't been laid off. S. Scheid suggested that keeping par with current conditions should be considered by the Board.

C. Kuhn said that a nominal increase of 2% was being considered. C. Kuhn explained that the average library employee made only \$12 per hour.

C. Gorman asked for more details regarding the Budget and Appropriation. C. Kuhn said that the ~~B&A~~ Budget and Appropriation had already been approved at 18.5 mils. The Board was currently considering approving the levy. J. Martens asked if any monies could be moved. C. Kuhn said no, not without a special ~~B&A~~. Budget and Appropriation.

S. Scheid stated that she does not want to increase the mils at this time without additional information to show that the library is in need of additional funding. S. Scheid stated that without more accurate and complete information about the current year's budget and the numbers from last year's budget, it would be impossible to know if an increase in the mils would be appropriate at this time. C. Gorman said that the house values will go

down and that we may need the entire 19 mil levy to operate. S. Scheid said that she does not want to burden the taxpayers with additional taxes to fund the library unless a proven need exists. S. Scheid said that if there is additional money in the budget for the library, that those funds should be exhausted before looking to the taxpayers for additional funds.

C. Gorman, J. Martens and C. Kuhn made calculations for the anticipated additional out of pocket dollar amount for residents based on the average home value of \$600K at some ~~\$300.00~~ \$362.00 at ~~18-mils~~ 18.11 mils and \$370 at 18.5 mils.

J. Martens said that the estimate is between \$5.00 - \$10.00 per household; however he expressed some concern that the schools, colleges and other institutions might also increase their mils.

S. Scheid reiterates that she needs more information about the current and prior year's budgets before determining whether or not a need exists to increase the discussed levy.

C. Gorman inquired about the plaza re-design / repair project at \$200,000 and the re-lighting / retrofit project at \$100,000.00. C. Gorman asked whether the new eco-windows were configured in the budget or just a wish list. C. Gorman asked when the installation of new carpet was planned and what the budget was. C. Kuhn said that the carpet for the ground floor might be replaced as early as 2012, at an estimated cost of \$90,000.00.

E. Carmichael asked if the approval of the levy could be tabled. C. Kuhn said that it could not be tabled any later than October.

S. Scheid moved to table the approval of the levy until the whole board is present. E. Carmichael seconded. C. Kuhn requested direction. J. Martens said that the Board wanted a line by line review inclusive of the 2008 Budget & Appropriation.

C. Kuhn said that the library was considering incorporating RFD tags to allow for self check-out which may decrease staff.

S. Scheid said that C. Kuhn had done a good job building a reserve and managing the budget to allow for great programs but, before the Levy is increased, C. Kuhn should bring to the Board more accurate figures for each project. Some of the amounts that C. Kuhn has requested the Board approve in the past have been estimates of amounts C. Kuhn expects to spend and then she may pad the amount by a couple thousand more so that the projected figures do not need to be re-considered by the Board. S. Scheid requested that C. Kuhn present the Board with the actual numbers from the budget from the previous and current fiscal year. S. Scheid requested that C. Kuhn present to the Board an accurate budget of what the library truly needs for the upcoming fiscal year. C. Kuhn said that the plan she is working from is from 2004. C. Kuhn said she wants to address priorities and facility. C. Kuhn is willing to come back with new numbers if that is what the Board wants.

J. Martens said that the Board should take a closer look at what we need. A new Strategic Plan could take eight months. E. Carmichael asked about the \$300,000.00 in other funding: \$7,000.00 is per capita; \$22,000.00 is also per capita which usually comes in at around \$31,000.00. C. Kuhn said \$5,000.00 is from the Friends of the Library and that \$90,000.00 and \$136,000.00 for possible donations.

C. Kuhn said that the only flexible monies would be programming, collections and staffing. If we cut the collection monies too deep, then we stand to lose MLS privileges.

S. Scheid said that she wants to see last year's numbers and projected budget (previous, current and projected) to see a trend. J. Martens asked how the community expressed their desire for extended hours of business. C. Kuhn replied that patrons often told staff they wished the library was open earlier. C. Kuhn reminded the Board that the referendum was passed at 19 mils in 2006 although this amount was never levied.

S. Scheid moved to table the approval of the levy until October 20th, 2009. E. Carmichael seconded, all in favor.

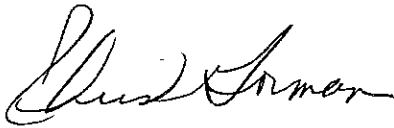
Board considered the 2009-2012 Technology Plan. C. Gorman asked if the Board would be approving any action. C. Kuhn said that the plan was intended to account for certain items to be replaced and that the Board would be approving the possibility of replacing these items. C. Kuhn confirmed that the Board would be approving the direction. C. Gorman said that the Board should wait until a Strategic Plan was in place first. J. Martens commented that the Strategic Plan can supersede the Technology Plan. J. Martens moved to approve the Technology Plan, E. Carmichael seconded. Roll call vote: S. Scheid, J. Martens, C. Gorman, E. Carmichael – Ayes. Absent: J. Fedeczko, A. Porter, C. Kaifesh

Executive Session

None

C. Gorman requested a motion to adjourn. E. Carmichael moved to approve, J. Martens seconded. Meeting was adjourned at 9.43 p.m. Motion passed unanimously.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Chris Gorman". The signature is fluid and cursive, with the first name "Chris" written in a larger, more prominent script than the last name "Gorman".

Chris Gorman
Westmont Public Library
Board of Trustees, Secretary