



**Westmont Public Library**  
**Minutes**  
**Regular Meeting of the Board of Trustees**  
**Tuesday, December 15<sup>th</sup>, 2009**  
**7:00 p.m.**

The Meeting was called to order at 7:03 p.m. by Joyce Fedeczko, President of the Board, at the Westmont Public Library.

Roll Call:

Present: J. Fedeczko, A. Porter, J. Martens, C. Kaifesh and E. Carmichael

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

Absent: C. Gorman and S. Scheid

Pledge of Allegiance

Consent Agenda

Minutes for November 17<sup>th</sup>, 2009

J. Fedeczko asked if anyone wanted to pull an item. C. Kuhn explained that the consent agenda can be discussed as it remains but only changed if it is pulled. J. Fedeczko asked if the library is managing ok with reciprocal borrowing. C. Kuhn said "yes, reciprocal borrowing numbers remain high even with the cuts".  
*S. Scheid arrived at 7:10 p.m.*

Communications:

Email: 11.17.2009: Questions/Answers about Line Item Expenses for November 2009

Email: 10.16.2009: ILA E- Newsletter, Issue #34, November 13, 2009

Letter: 12.04.2009: Letter of Direction to Clarendon Hills Bank

Authorized Signers of Record, Escrow Account No. ending 8817

Email: 12.06.2009: Moving the webpage and changing out the hosting service

Email: 12.08.2009: ISL Newsletter, Vol. 2, No. 49

Committee Reports – None

Librarian's Report

J. Fedeczko requested a motion to approve the Consent Agenda. C. Kaifesh moved to approve, J. Martens seconded.

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

Absent: C. Gorman

Open Forum:

Julia Coen – Presented her report on the 2009 Internet Librarian's Conference (*See attached report*)

J. Coen talked about "Cloud Computing", "Google Applications", Digitizing libraries, particularly through mobile devices. C. Kuhn and J. Fedeczko mentioned SWAN's future plans for mobile applications. J. Coen talked briefly about mobile programming. J. Coen also mentioned Digital Rights preservation, increased responsibilities for Librarians to educate the general public and the idea of making the library a more dynamic place. J. Coen picked up some ideas to "surprise/WOW" our patrons.

A. Porter would like to have patrons share testimonies about how great our service, etc. is. Perhaps the library could initiate a "WOW" Program and begin highlighting a "WOW" in the newsletter. A. Porter suggested requesting feedback from staff.

J. Fedeczko and C. Kuhn talked briefly about the "23 things for Web 2.0". J. Coen said she would like to bring this training concept to the staff.

J. Coen will attend the PLA (Public Library Association) 2010 National Conference in Portland, Oregon, March 23<sup>rd</sup>-27<sup>th</sup>.

Additions and Deletions:

C. Kuhn would like to add Updates to the Librarian's Report to New Business and remove the Audit from New Business as the report had not yet been made available.

Additions to Communications: None

Additional Bills & Invoices:

ADDENDUM TO MEMO FROM VILLAGE for BILLS PRESENTED FOR PAYMENT  
ROOF CONSTRUCTION ESCROW ACCOUNT / CHB 8817

Name of Recipient	Check No.	Memo	WPL Account	Amount
Tim's Professional Painters	0018	Painting Services Remainder of Soffit	11.4617	\$ 1,900.00
Clark, David	0019	Project Management Roof Repair Project November 2009	11.4617	\$ 280.00
Kellermeyer Godfryt Hart Architects & Engineers	0020	Professional Engineering Services Roof Project Invoice No. 09-2532 December 2, 2009	11.4617	\$ 1,186.37
Christiansen, Inc. Roofers	0021	Roof Project: Contracting Expenses Request for Payment No. 6 Period to 10.31.2009	11.4617	\$63,723.29
			<b>TOTAL</b>	<b><u>\$67,089.66</u></b>

GENERAL ACCOUNT / CHB 8590

Name of Recipient	Check No.	Memo	WPL Account	Amount
Hope, Sheila	1035	Employee Reimbursement Big Read Planning Committee Travel Expenses	11.4134	\$ 50.12
ILA	1036	Annual Memberships for Board Annual Membership for Director	11.4135 11.4132	\$ 450.00 \$ 160.00
Kudrna & Associates	1037	Professional Engineering Services YS Interior Wall Modification	11.4816	\$ 2,882.00
MLS	1040	Research Pro 3 <sup>rd</sup> Quarter General Fund Invoice No. 47664	11.4217	\$ 5,695.50
Patchett, Joe	1041	General Maintenance and Repair – December	11.4611	\$ 75.00
Perfect Systems	1038	LAN Maintenance Invoices: 11203, 11208, 11216, 11217, 11219	11.4655	\$ 6,313.50

		Continued...		
TBGEC	1039	Invoices 12841 and 12845 Replace 2x4 lay-in fixture w/T5 Disconnect and remove power pole in Youth Service area	11.4611	\$ 601.30
Thomas, Lynn	1042	Employee Reimbursement Program Supplies Fun with Frosty	11.4501	\$ 14.77
Watts, Adam	1043	Model Fees x 2 Open Art Studio Drawing Program December 2009 & January 2010	11.4501	\$ 60.00
			<b>TOTAL</b>	<b>\$ <u>16,302.19</u></b>

E. Carmichael inquired about the models and fees for Open Art Studio. C. Kuhn explained that the models were art student friends of A. Watts who came in to sit for the Open Art drawing class. A. Watts had been paying the models from those funds. C. Kuhn also explained that payment will be made directly to models in the future.

#### Treasurer's Report - November

J. Fedeczko acknowledged the 41.7 % remaining in the budget. J. Fedeczko asked about the amount for error and omission insurance. C. Kuhn stated it appeared all budgeted insurance was lumped into building insurance and she will talk with accountants. J. Martens asked about the .75 cent donation and also where the "miscellaneous" revenue comes from. C. Kuhn explained that the .75 cent amount could have been keyed in the register incorrectly or actually been a donation. Miscellaneous income often varied from book bag sales to vendor refunds. The bulk of "miscellaneous" income at YTD was the monies paid out of escrow earlier this year back to the general account for bills paid from the general account prior to the opening of the escrow account. J. Martens also pointed out that the Profit and Loss report is misaligned on page 3. J. Fedeczko asked about the \$120K loss notated in red. C. Kuhn said that particular amount reflected the outgoing money vs. incoming money, primarily the library's monthly expenses.

E. Carmichael pulled out the September Balance Sheet and asked about the "long term liability". C. Kuhn explained that it is the title for the loan for the roof project. J. Martens asked about "compensated absences". C. Kuhn said that because some employees did not take paid vacation time, that amount reflected costs for accrued vacation. C. Kuhn will investigate the accuracy of the \$7,755.00, as noted.

J. Fedeczko requested a motion to approve the Treasurer's Report from November. J. Martens moved to approve, C. Kaifesh seconded.

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

Absent: C. Gorman

#### Bills and Salaries

J. Fedeczko asked about the "no name" amount on last page of Vendor Report. C. Kuhn explained that "no name" was, for the most part, the missing payroll information. This may have been due to the change of accountants. May and June 2008 were paid through the Village. In July 2008 we switched to direct deposit from the Library's account. Payroll was not coded properly. It will be easier to understand once the audit adjustment is made available.

J. Fedeczko reviewed the 2008-2009 list of Vendors. J. Fedeczko asked what was purchased from Irv Kaplan. C. Kuhn said we purchased new chairs for the computer area. S. Scheid asked if the furniture was purchased for the re-design of Youth Services. C. Kuhn is still looking at love seats, chairs and bean bags, etc. but the process is not complete. C. Kuhn said that she had received 5 quotes for reupholstering existing chairs. S. Scheid inquired about the budget for the reupholster project. C. Kuhn offered to supply accurate details of the budgeted amount after confirming the total.

J. Fedeczko requested a motion to approve the Bills and Salaries. E. Carmichael moved to approve, S. Scheid seconded. Roll call vote: S. Scheid, J. Martens, A. Porter, J. Fedeczko, C. Kaifesh and E. Carmichael – All Ayes, 0 – Nays. Motion passed.  
Absent: C. Gorman

#### Unfinished Business

Board to consider the Per Capita Grant (Pro Forma Application) - C. Kuhn distributed copies. J. Fedeczko referred to the MLS advocacy breakfast. J. Fedeczko would try to provide more details. This year's theme is about "libraries success stories with their legislators". C. Kuhn continued to explain the application.

J. Fedeczko requested a motion to accept the submission of the Pro Forma Application. C. Kaifesh moved to approve and J. Martens seconded - All Ayes, 0 – Nays. Motion passed.  
Absent: C. Gorman

Board to consider 2<sup>nd</sup> Floor Redesign, Phase III – C. Kuhn talked about how the removal of the glass wall as planned by architect, will not work according to the engineers. C. Kuhn said that as this was not a priority perhaps we could log feedback from patrons and staff. J. Fedeczko asked if there was any further discussion. S. Scheid asked who made the original suggestion. C. Kuhn said the architect made the original suggestion. S. Scheid then asked what the advantage of removing the walls would be. C. Kuhn said that the removal of the walls would increase the square footage of the Youth Service area and encouraged the board to check out the new space with the wall in place.

#### New Business

Addition to Librarian's Report for New Business:

C. Kuhn discussed the windows and insulation. D. Clark contacted Pella, who provided the original windows, to count and measure the existing windows. Pella reported that we are missing approximately 110 (one hundred ten) panes throughout the building. The estimated cost to replace panes, inclusive of labor, would be \$5,500.00. This matter will be discussed in more detail at next month's meeting.

C. Kuhn said that with regard to our new Strategic Plan, estimated charges for facilitators should be arriving soon. Jamie Bukovic, Mary Jane Kepner and Lynn Yazbec were possible candidates. The Village of Westmont is seeking funding for their comprehensive plan. J. Fedeczko asked about the park district and the schools. C. Kuhn suggested sharing data with some of the others who are working on their strategic plans. C. Kuhn will have more details in January.

C. Kuhn reported great news! Travelers' Insurance Company sent us a check for \$20,070.00 to help pay for the burst coil.

C. Kuhn reported that the repairs to the roof and roof related projects were finished.

Board to consider Inter-Governmental Agreement for Reciprocal Borrowing Services – C. Kuhn said that this will incur funds that we did not anticipate when we approved the budget. This Agreement indicates that ILL and OCLC borrowing is now a fee-based service. C. Kuhn explained that the initial fee for this year will be \$250.00 and then we will pay \$500.00 in May to help process the reciprocal borrowing debits and credits. In the past, MLS has managed the service. Without an agreement, Westmont Public Library would have to process their own. As the service is provided by a Government Agency, appropriate signatures are mandatory.

J. Fedeczko requested a motion to approve the Intergovernmental Agreement. S. Scheid moved to approve, A. Porter seconded.

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

Absent: C. Gorman

Board to consider First Loan Payment – C. Kuhn recommended paying the \$112,000.00 budgeted to ultimately lower the cost of the loan.

J. Fedeczko asked for a motion to approve the larger payment. A. Porter moved to approve, C. Kaifesh seconded.

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

Absent: C. Gorman

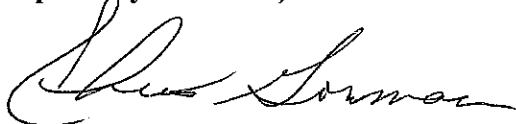
Board to consider Audit 2008-2009 – This topic has been tabled until January as the audit had not yet been received.

Executive Session - None

J. Fedeczko requested a motion to adjourn. A. Porter moved to approve, C. Kaifesh seconded.

Meeting was adjourned at 8:40 p.m. Motion passed unanimously.

**Respectfully submitted,**



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