



# WESTMONT PUBLIC LIBRARY

Providing the Community Keys to Lifelong Learning  
428 North Cass Avenue, Westmont, Illinois 60559  
630.969.5625 [www.westmontlibrary.org](http://www.westmontlibrary.org)

## **POLICY COMMITTEE MEETING**

**JULY 16, 2013**

### MINUTES

The Policy Committee Meeting was called to order at 6:03 P.M. by Policy Committee Chair, Jason Fichtel, at the Westmont Public Library.

#### **Roll Call:**

Present: J. Fichtel (Chair), E. Carmichael. Absent: S. Scheid

Also present: J. Martens, C. Gorman, A. Porter, C. Kuhn, Director, J. Coen, Assistant Director and T. Barry, Administrative Assistant

#### **Pledge of Allegiance**

#### **Review, revise and recommend Purchasing Policy –**

The Committee agreed that a statement should be added to clarify “whenever possible, practical and green and to the extent permitted by law WPL will purchase products from Westmont businesses as long as the cost does not exceed 10% of a lower cost offered elsewhere”.

Fichtel and Gorman pointed out grammatical errors requiring corrections.

Kuhn presented a dollar amount survey to better gauge how much she should be able to spend for general purchases without having to seek prior approval from the Board. Kuhn presently approached the Board when making general purchases over \$3,000.00 and was asking the Board to increase that amount to \$5,000.00. Prior approval from the Board would then only be necessary when making general expenditures over \$5,000.00 and up to \$20,000.00 except in emergency situations when she had approval to spend up to \$20,000.00. Committee agreed that it would be prudent for two board members to be advised prior to an emergency expenditure of that size.

Carmichael asked for clarification about what purchases were supposed to come to the Board prior to being made. Kuhn explained that if something was purchased between \$5,000.00-\$20,000.00 and the line item had been pre-approved in the budget process she would like to be able to make that purchase following the three quote/bid procedure without seeking pre-approval.

Kuhn asked the Committee how much she, together with the advice of the Board President, would have permission to commit to in an emergency situation.

Fichtel suggested that neither party may commit the Library to purchases or contracts that exceed \$45,000.00 without calling an emergency meeting and seeking Board approval.

**Review, revise and recommend the Authority to Spend Policy**

Carmichael moved to recommend that the Board rescind the Authority to Spend policy. Fichtel seconded. All in favor.

**Review, revise and recommend Credit Card Use Policy**

Carmichael moved to recommend that the Board rescind the current Credit Card Use policy. Fichtel seconded. All in favor.

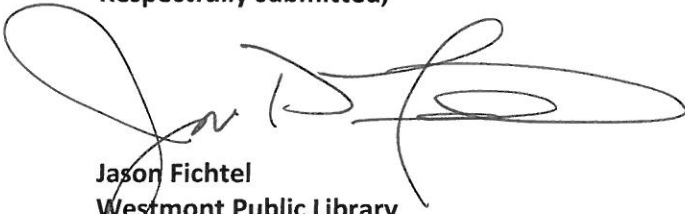
**Review, revise and recommend Collection Development Policy**

Kuhn advised the Committee that the Library was currently investigating ways and means of granting more parental controls.

Carmichael moved to table this item. Fichtel agreed.

Carmichael moved to adjourn and Fichtel seconded. Meeting adjourned at 7:02 P.M.

**Respectfully submitted,**

A handwritten signature in black ink, appearing to read 'Jason Fichtel', written over a horizontal line.

**Jason Fichtel  
Westmont Public Library  
Board of Trustees, Secretary**