



# 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)

## SPECIAL MEETING OF THE BOARD OF TRUSTEES

**NOVEMBER 25, 2013**

The meeting was called to order at 6:07 P.M. by Amy Porter, President of the Board, on Monday, November 25, 2013 at the Westmont Public Library.

### **Roll Call:**

Present: E. Carmichael, J. Fichtel, C. Gorman, and A. Porter

Also present: J. Coen, Interim Director, T. Barry, Administrative Assistant, Carmen Higgins Outreach Coordinator, John Keister of John Keister & Associates and Spencer Parker, Finance Director, Village of Westmont

Absent: J. Martens and M. Stern

### **Pledge of Allegiance**

### **Open Forum:**

**a. Public** – Spencer Parker – Village tax levy notice goes to press on December 4. There will be a Public Hearing on December 12. May have a Special Village Board meeting on December 17 so if he is unable to attend the library board meeting Alicja will attend on his behalf.

**b. Staff** –

**c. Trustees** –

**Carmichael** – Asked Parker about the status of the audit. Parker said he would report back.

**d. Interim Director** –

### **Interview with John Keister of John Keister & Associates –**

Keister presented a brief overview of his company.

*(Stern arrived 6:11 p.m.)*

Gorman asked where the board could view an example website. Keister suggested the website he designed for the New Carlisle-Olive Township Public Library, New Carlisle, IN. Keister suggested visiting [www.johnkeister.com/library/newcarlisle](http://www.johnkeister.com/library/newcarlisle).

Gorman asked how many libraries he was working with at the moment. Keister said he usually only worked with one at a time. Keister said a typical search where candidates might be ready for the board to consider could be as soon as about sixty days.

Porter thanked Keister at 6:45 P.M.

Carmichael moved to recess until 7:00 P.M., Fichtel seconded, All in favor.

### **Interview with Lynn Elam of Lynn Elam Consulting –**

Porter called the meeting back to order at 6:54 P.M.

#### **Roll Call:**

Present: E. Carmichael, J. Fichtel, C. Gorman, M. Stern, and A. Porter

Also present: J. Coen, Interim Director, T. Barry, Administrative Assistant, Carmen Higgins Outreach Coordinator, Lynn Elam of Lynn Elam and Associates and Spencer Parker, Finance Director, Village of Wesmont

Absent: J. Martens

Lynn Elam gave a brief overview of her approach to recruiting.

Elam's explained that her proposed timeline was about thirty to forty days for the application process, thirty to forty days for interviewing and about thirty days for hiring and due notice. She said she anticipated having a new director hired by April or May 2014.

Gorman asked Elam who she was currently working with. Elam said she had just finished working with Indian Trails Public Library and was just starting to work with Brown County and Beloit Public Library.

Porter thanked Elam at 7:40 P.M.

### **Discussion of consultants' proposals and interviews –**

Board discussed the two presentations.

#### **Resolution to select consultant for library director search for an amount not to exceed \$12,500 –**

Stern moved to select John Keister & Associates as consultant for library director search for an amount not to exceed \$12,500, excluding possible travel expenses for potential candidates, Gorman seconded.

Fichtel stated that for the record based on written presentations J. Marten had previously indicated that he was in favor of selecting Lynn Elam of Lynn Elam Consulting.

Roll call vote: Carmichael, Fichtel, Gorman, Stern and Porter 5 Ayes, 0 Nays. Motion passed. Absent: Martens

#### **Closed Session:**

Fichtel moved to go into closed session at 8:18 P.M. for the purpose of discussing; (1) "The appointment, employment, compensation, discipline, performance, or dismissal of specific employees

of the public body or legal counsel for the public body." 5ILCS 120//2 c 1, Gorman seconded. All in favor.

Roll call vote: Carmichael, Fichtel, Gorman, Stern and Porter 5 Ayes, 0 Nays. Motion passed. Absent: Martens

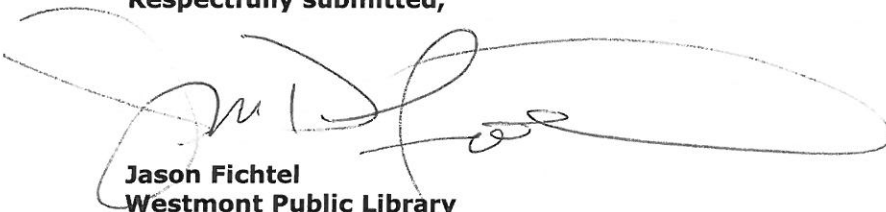
Porter called the regular meeting of the board back into session at 8:58 P.M.

**Roll call:**

Present: E. Carmichael, J. Fichtel, C. Gorman, M. Stern and A. Porter  
Also present: J.Coen, Interim Director, T. Barry, Administrative Assistant, S. Parker, Finance Director, Village of Westmont  
Absent: J. Martens

Fichtel moved to adjourn at 9:00 P.M., Stern seconded. All in favor, motion passed.

**Respectfully submitted,**

A handwritten signature in black ink, appearing to read 'Jason Fichtel', written over a large, faint, circular watermark or background mark.

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