



## WESTMONT PUBLIC LIBRARY

428 N Cass Ave, Westmont, IL 60559

630 969 5625

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Providing the community keys to lifelong learning

### **FINANCE COMMITTEE MEETING DECEMBER 16, 2014**

#### **MINUTES**

The Finance Committee Meeting was called to order at 6:03 p.m. by Trustee Kerry O'Connor on Tuesday, December 16, at the Westmont Public Library.

#### **Roll Call:**

Present: Secretary Jason Fichtel and Trustee Kerry O'Connor

Also present: Library Director Julia Coen, Assistant Director Kate Buckson, Administrative Assistant Theresa Barry, Circulation Coordinator Brittany Smith, Board Vice President John Martens and Village Finance Director Spencer Parker

Absent: Committee Chair Megan Stern

#### **Pledge of Allegiance:**

#### **Approval of the minutes of Finance Committee meeting on July 8, 2014:**

Fichtel moved to approve the minutes, O'Conner seconded. All in favor.

#### **Open Forum:**

- a. **Public – Spencer Parker** – Finance Director, Village of Westmont, was present to answer questions.
- b. **Staff** – Nothing
- c. **Trustees** – Nothing
- d. **Director** – Nothing

#### **New Business:**

#### **Discussion and recommendation of 2015 Schedule of Fines and Fees:**

Primary change would be to staff/patron fines and fees. Staff and patrons would be held to the same standards for paying their fines and fees. Coen suggested incorporating the per diem rate for employees into the Personnel Policy as it was not technically a fine or fee.

Coen also suggested lowering the fee for replacement library cards from \$3 to \$1.

O'Connor will recommend the board accept the 2015 Schedule of Fines and Fees.

**Discussion and recommendation of loan payment due on January 10, 2015 in the amount of \$44,003.32:**

Coen recommended keeping the payment schedule the same with the next payment due in July 2015 and the last one due in January 2016.

O'Connor will recommend the board accept making the payments as scheduled.

**Discussion of e-commerce solutions for new ILS and self check units:**

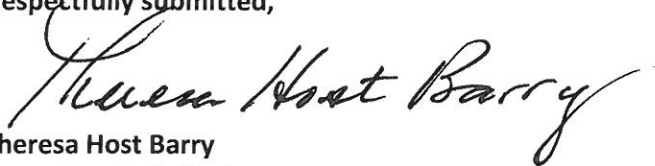
Coen shared a spreadsheet that she and Smith developed comparing merchant bank options. Pro-Pay is part of the Sirsi software and mandatory for SWAN libraries.

Smith reported that she was currently working on an RFQ for e-commerce with the 3M self check units. Amy and Scott were working on the required network switch.

**Adjournment:**

Fichtel moved to adjourn at 6:29 p.m., O'Connor seconded. All in favor.

Respectfully submitted,



Theresa Host Barry  
For and on Behalf of  
Jason Fichtel  
Secretary  
Westmont Public Library Board of Trustees