



WESTMONT PUBLIC LIBRARY

428 N Cass Ave, Westmont, IL 60559

630 969 5625

westmontlibrary.org

Providing the community keys to lifelong learning

REGULAR MEETING OF THE BOARD SEPTEMBER 15, 2015

MINUTES

The meeting was called to order at 7:00 p.m. by Board President Jason Fichtel on Tuesday, September 15, 2015 at the Westmont Public Library.

Roll Call:

Present: Trustee Elaine Carmichael, Vice President John Martens, Secretary Kerry O'Connor, Trustee Mark Stern, Treasurer Megan Stern and President Jason Fichtel

Absent: Trustee Annie Delano

Also present: Director Julia Coen, Assistant Director Brittany Smith and Administrative Assistant Theresa Barry

Pledge of Allegiance

Consent Agenda

Minutes of the Regular Board Meeting: August 18, 2015

Communications Log: September 2015

Director's Report: September 2015

The minutes from the meeting on August 18, 2015 need to be revised to include the roll call vote to approve the release of prior executive session minutes.

O'Connor moved to approve the Consent Agenda, excluding the minutes from August 18, 2015, Mark Stern seconded. All in favor, motion passed.

Open Forum:

- a. **Public** – None
- b. **Board** – **Carmichael** – WCCTB open house tomorrow night at People's Resource Center's new location. Thanked Megan for her service on the board. Thanked staff for manning a table at the street fairs this summer. Welcomed Brittany in her new role as Assistant Director.

Martens – Welcomed Brittany in her new role.

O'Connor – Recommended attending a WHS football game.

Megan Stern – Thanked the board.

Fichtel – West Suburban Symphony performance is on Friday, September 20. Welcomed Brittany in her new role.

- c. **Director – Coen** – Rain garden installation and Latino American Film & Discussion event is on Saturday, September 26. Trivia Night is September 16. Welcomed Brittany in her new role. Thanked Megan for her service on the board.
- d. **Staff – Brittany** – Happy to be here and ready to learn. Looking forward to attending the international book fair in Guadalajara thanks to a scholarship by ALA and GSLIS.

Additions and Deletions:

| GENERAL ACCOUNT / CLARENDON HILLS BANK A/C #8590 | | | | | |
|---|-------------------------------------|------------------------------------|--------------|--------------------|-------|
| RECIPIENT | MEMORANDUM | NOTE | WPL CODE | AMOUNT | |
| AMAZON | MISCELLANEOUS INVOICES | SEE ATTACHED | 00.0000 | \$3,199.96 | |
| ALEPH OBJECTS | INVOICE WEB/2015/18082 | 3D PRINTER & ACCESSORIES | 11.4508 | \$3,381.75 | GRANT |
| ALVAREZ, BARBARA | INVOICE 09042015 - TRAVEL | MILEAGE TO SYNERGY CONFERENCE | 11.4134 | \$89.12 | |
| A. PANZICA ENTERPRISE, LTD | INVOICES 662 & 663-LABOR & SUPPLIES | SHELVING, PLASTER, FLOOR, LIGHTING | 11.4611 | \$661.00 | |
| CHICAGO SOUND WORKS | INVOICE 07212015 | PROJECTOR & WIRING INSTALLATION | 11.4657 | \$1,735.00 | GRANT |
| FIRST BANKCARD (WINTRUST) | MISCELLANEOUS INVOICES-AUG & SEPT | SEE ATTACHED | 00.0000 | \$953.71 | |
| ILLINOIS DEPT. OF CENTRAL MGMT SVCS | INVOICE T1600683 | T1 LINE | 11.4635 | \$76.00 | |
| LOGSDON OFFICE SUPPLIES | INVOICE 0950615.001 | MISC. OFFICE SUPPLIES | 11.4411 | \$54.80 | |
| NICOR GAS | INVOICE 7984890 - AUG-SEPT | NATURAL GAS | 11.4631 | \$99.03 | |
| PENGUIN RANDOM HOUSE | INVOICE 1084820595 | ADULT BOOKS | 11.4211 | \$363.75 | |
| PETTY CASH | INVOICE 00152015 - REPLENISH | SEE ATTACHED | 00.0000 | \$135.38 | |
| SHELFWIZ | INVOICE 2694 | HARDWARE FOR SHELF TALKER SIGNS | 11.4555 | \$67.50 | |
| UNIQUE MANAGEMENT SERVICES | INVOICE 31344 - PLACEMENTS | COLLECTION SERVICES | 11.4818 | \$26.85 | |
| WESTMONT CHAMBER OF COMMERCE | INVOICE 631 - AUGUST | WELCOME NEIGHBOR PROGRAM | 11.4551 | \$64.50 | |
| WELCOME HOLLY DAYS | INVOICE 09112015 - TREE SPONSORSHIP | 2015 HOLLY DAYS SPONSORSHIP | 11.4555 | \$175.00 | |
| WESTMONT PUBLIC LIBRARY | INVOICE 08182015 - REPLENISH | LIBRARIAN'S CHECKING ACCOUNT | 00.0000 | \$0.00 | |
| | | | TOTAL | \$11,083.35 | |
| SPECIAL RESERVES / ILLINOIS FUNDS A/C #1589 | | | | | |
| RECIPIENT | MEMORANDUM | NOTE | WPL CODE | | |
| | | | | | |
| | | | | | |
| | | | TOTAL | \$0.00 | |
| TOTAL TO BE ADDED TO THE BILLS PRESENTED ON SEPTEMBER 15, 2015 \$11,083.35 | | | | | |

O'Connor moved to include Additions and Deletions with Bills and Salaries, Carmichael seconded. All in favor, motion passed.

Treasurer's Report:

Megan Stern moved to approve the Treasurer's Report, Martens seconded.

Roll Call Vote: Carmichael, Martens, O'Connor, Mark Stern, Megan Stern and Fichtel – 6 Ayes, 0 Nays.

Absent: Delano

Motion passed.

Bills and Salaries:

Megan Stern moved to approve Bills and Salaries together with the Additions and Deletions, Mark Stern seconded.

Roll Call Vote: Carmichael, Martens, O'Connor, Mark Stern, Megan Stern and Fichtel – 6 Ayes, 0 Nays.

Absent: Delano

Motion passed.

Unfinished Business:

None

New Business:

a. Resolution to approve days closed for 2016 calendar year:

Coen recommends that the library remain open on Easter as it's not identified as a holiday in the Personnel Handbook.

Mark Stern moved to accept the resolution but keeping the library closed on March 27, 2016 (Easter) as an unpaid holiday and refer the personnel handbook holiday discussion to the policy committee. Martens seconded.

Roll Call Vote: Carmichael, Martens, O'Connor, Mark Stern, Megan Stern and Fichtel – 6 Ayes, 0 Nays.

Absent: Delano

Motion passed.

b. Resolution to approve the transfer of FY15 surplus funds to the special reserves account for a minimum amount of \$211,398

Megan Stern moved to approve the transfer of \$211,398, Martens seconded.

Megan Stern reported that the finance committee recommended the transfer of \$211,398 FY15 surplus funds to the special reserves account.

Roll Call Vote: Carmichael, Martens, O'Connor, Mark Stern, Megan Stern and Fichtel – 6 Ayes, 0 Nays.

Absent: Delano

Motion passed.

c. Discussion of trustee resignation and new appointment process

Coen supplied information from the last application process. Board discussed. Coen agreed to develop and post a new application by Thursday, September 17.

d. Appointment of new Treasurer

Carmichael nominated O'Connor to the position of Treasurer.

Mark Stern moved to close nominations, Martens seconded.

Roll Call Vote: Carmichael, Martens, O'Connor, Mark Stern, Megan Stern and Fichtel – 6 Ayes, 0 Nays.
Absent: Delano
Motion passed.

Carmichael moved to approve O'Connor as Treasurer, Martens seconded.

Roll Call Vote: Carmichael, Martens, O'Connor, Mark Stern, Megan Stern and Fichtel – 6 Ayes, 0 Nays.
Absent: Delano
Motion passed.

Adjournment

Martens moved to adjourn at 7:49 p.m., Carmichael seconded. All in favor, motion passed.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Kerry O'Connor", with a long horizontal line extending to the right.

**Kerry O'Connor
Westmont Public Library
Board of Trustees, Secretary**