



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

DECEMBER 15, 2015

MINUTES

1) Call to Order

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

2) Roll Call

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

Absent: Trustee Annie Delano

Staff present: Director Julia Coen and Administrative Assistant Theresa Barry

3) Pledge of Allegiance

4) Approval of Consent Agenda

a. **Minutes of the regular board meeting: November 17, 2015**

b. **Communications log: December, 2015**

c. **Director's report: December, 2015**

Motion: O'Connor moved to approve the Consent Agenda, Martens seconded. All in favor.

Discussion: None

Vote: All in favor.

Absent: Delano

5) Open Forum:

a. Public:

Spencer Parker – Finance Director Village of Westmont

b. Board:

Booth – Experienced a wonderful reader's advisory experience in Youth Services with her daughter and Karen Kleemann.

Carmichael – Merry Christmas. Trivia Night tomorrow night.

Fichtel – Merry Christmas, Happy New Year. Enjoyed the holiday performance by PVPN that the Library hosted last week.

c. Director Coen – Was present at the Levy hearing at the Village of Westmont’s board meeting on December 10, 2015. There were no questions for the library. WPL will be closed December 24, 25 and 31 and January 1. Happy holidays to everyone. We are ahead of schedule on the meeting room construction and it should be finished by the second week in January.

d. Staff:

Barry – Happy holidays.

GENERAL ACCOUNT / CLARENDON HILLS BANK A/C #8590				
RECIPIENT	MEMORANDUM	NOTE	WPL CODE	AMOUNT
3M	INVOICE OF67179	3M CLOUD ANNUAL SUBSCRIPTION	11.4217	\$2,500.00
AMAZON	MISCELLANEOUS INVOICES	SEE ATTACHED	00.0000	\$1,116.35
BAKER TILLY VIRCHOW KRAUSE, LLP	INVOICE BT904805	SERVICES RE FY2015 AUDIT	11.4814	\$925.00
FIRST BANKCARD (WINTRUST)	MISCELLANEOUS INVOICES-OCTOBER	SEE ATTACHED	00.0000	\$569.50
LAKESHORE LEARNING	INVOICE 2777031215	PROGRAMMING SUPPLIES-GRANT	11.4508	\$20.99
LAKESHORE LEARNING	INVOICE 2777031215	YOUTH MATERIALS	11.4221	\$43.56
LA MANTIA ENTERPRISES, INC	INVOICE 124396	SNOW REMOVAL - NOVEMBER	11.4615	\$1,268.00
LEARNING RESOURCES	INVOICE 2391697	COMPONENTS FOR LITERACY KITS	11.4221	\$31.30
MANGO LANGUAGES	INVOICE L10437 - YOUTH	MANGO ANNUAL SUBSCRIPTION	11.4227	\$1,000.00
MANGO LANGUAGES	INVOICE L10437 - ADULT	MANGO ANNUAL SUBSCRIPTION	11.4217	\$2,039.59
NASCO	INVOICE 657272	COLORING PAPER X 2 - GRANT	11.4508	\$104.65
NICOR GAS	INVOICE 7984890 - NOV-DEC	NATURAL GAS	11.4631	\$574.06
PATHMANN CONSTRUCTION MGMT	INVOICE 49 - PROJECT MGMT	COMMUNITY ROOM	11.4616	\$7,000.00
PETTY CASH	INVOICE 12152015 - REPLENISH	SEE ATTACHED	00.0000	\$204.58
SHELFWIZ	INVOICE 2813	3/4" SHELFWIZ - 12 PK	11.4555	\$67.50
UNIQUE MANAGEMENT SERVICES	INVOICE 416675 - PLACEMENTS	COLLECTION SERVICES	11.4818	\$53.70
WESTMONT PUBLIC LIBRARY	INVOICE 12152015 - REPLENISH	LIBRARIAN'S CHECKING ACCOUNT	00.0000	\$0.00
			TOTAL	\$17,518.78
TOTAL TO BE ADDED TO THE BILLS PRESENTED ON DECEMBER 15, 2015 \$17,518.78				

6)

Additions and Deletions

Motion: O’Connor moved to include Additions and Deletions with Bills and Salaries, Carmichael seconded.

Discussion: None

Vote: All in favor. Motion passed.

Absent: Delano

7) Treasurers Report

Motion: O’Connor moved to approve the Treasurers Report, Martens seconded.

Discussion: None

Vote: Booth, Carmichael, Martens, O’Connor, Stern and Fichtel – 6 Ayes, 0 Nays. Motion passed.

Absent: Delano

8) Bills and Salaries

Motion: O’Connor moved to approve the Treasurers Report, Martens seconded.

Discussion: None

Vote: Booth, Carmichael, Martens, O'Connor, Stern and Fichtel – 6 Ayes, 0 Nays. Motion passed.

Absent: Delano

9) Unfinished Business: None

10) New Business:

a. Approval of Fund Balance Policy

Motion: Martens moved to approve the Fund Balance Policy, O'Connor seconded.

Discussion: O'Connor reported that a sentence would be added to the Special Reserve Fund section stipulating that the end-of-year surplus transfer from the last year's budget will be any money in excess of 30% of the current year's budget. Under the General Fund section, the last sentence will state that the goal for the balance of the unreserved funds is 20% to 40% of the current year's budget with a target goal of 30%. Under the Special Reserve Fund section, the last sentence will state that the Library Board will seek to maintain a minimum balance in the special reserve fund of \$150,000. Coen reported there will be an additional change to the first sentence so that it states unless otherwise determined by the Library Board year end surplus from the operating budget and designated special reserve revenue are transferred to special reserves for capital improvement projects. The word "Illinois" will be deleted from the heading "General Illinois Fund" and in the first sentence of that paragraph.

Vote: Booth, Carmichael, Martens, O'Connor, Stern and Fichtel – 6 Ayes, 0 Nays. Motion passed.

Absent: Delano

b. Approval of Investment of Public Funds Policy

Motion: O'Connor moved to approve the Investment of Public Funds Policy as amended, Booth seconded.

Discussion: O'Connor reported that the committee agreed to remove reference to the FSLIC in part 1 under objectives, legalities and safety because FSLIC no longer exists.

Vote: Booth, Carmichael, Martens, O'Connor, Stern and Fichtel – 6 Ayes, 0 Nays. Motion passed.

Absent: Delano

c. Approval of 2016 Schedule of Fines and Fees

Motion: O'Connor moved to approve 2016 Schedule of Fines and Fees, Martens seconded.

Discussion: O'Connor reported that primarily due to the changes in SWAN software, non-compliance fines were revised such that any materials that were checked out from WPL would be subjected to WPL's fine schedule regardless of the ownership of the material. Conversely, any material that was checked out from other libraries would be subjected to that library's fines regardless of what library owns the material. Coen reported that the annual fee for non-resident library cards would be based on tax bill method and would be multiplied by the library's current tax bill rate. Carmichael asked Coen to do a cost analysis based on photocopier expenditures and revenue.

Vote: Booth, Carmichael, Martens, O'Connor, Stern and Fichtel – 6 Ayes, 0 Nays. Motion passed.

Absent: Delano

d. Approval of surplus

Motion: Martens moved to declare the piano surplus, Carmichael seconded.

Discussion: Coen explained that the piano was not being used and staff would like to open the space for patron use. Brittany Smith, Assistant Director researched potential cost of the piano, and estimated it could sell for between \$1,000-\$2,000 because of make, model and condition.

Vote: Booth, Carmichael, Martens, O'Connor, Stern and Fichtel – 6 Ayes, 0 Nays. Motion passed.

Absent: Delano

e. Presentation by staff on WPL's Makery services

Makery Committee introduced themselves – Jack, Assistant Librarian, Alea, Head of Youth Services, Kerry, Graphic Design Assistant, Alex, Reference Librarian, Amy, Head of Access Services and Gil, Patron Services Assistant and Page Supervisor.

The committee explained the various Makery equipment was purchased using grant monies including: 3D printer, vinyl cutter, LEGO robotics, video equipment, and sewing machines. The committee demonstrated some of the equipment and software and their relation to STEM initiatives (Science, Technology, Engineering and Math). The Makery collection will be available for patrons this spring. Kerry spearheaded the web presence at westmontlibrary.org/makery.

11) Executive Session: None

12) Resume Open Session: None

13) Adjournment

Motion: O'Connor moved to adjourn at 7:44 p.m., Carmichael seconded.

Vote: All in favor. Motion passed.

Absent: Delano

Respectfully submitted,

**Elaine Carmichael
Westmont Public Library
Board of Trustees, Secretary**