



WESTMONT PUBLIC LIBRARY

428 N Cass Ave, Westmont, IL 60559

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westmontlibrary.org

Providing the community keys to lifelong learning

REGULAR MEETING OF THE BOARD

APRIL 19, 2016

MINUTES

1) Call to Order

The meeting was called to order at 7:00 p.m. by Board President Jason Fichtel on Tuesday, April 19, 2016 at the Westmont Public Library.

2) Roll Call

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

Absent: None

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

3) Pledge of Allegiance

4) Approval of Consent Agenda

- a. Minutes of the regular board meeting: March 22, 2016
- b. Communications log: April, 2016
- c. Director's report: April, 2016

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

Discussion: Correction to spelling of Martens name. Under discussion of MaxSafe program, insert "which has a higher" interest rate than Illinois Funds.

Vote: All in favor of approving consent agenda as amended.

Motion passed.

5) Open Forum:

a. Public:

Ruth Olsson – Assistant Finance Director, Village of Westmont

b. Board:

Booth – Enjoying the new digital sign. Good trip to the library on Friday with her Daisy Scout group.

Carmichael –WPD will be collecting unwanted drugs to dispose of safely on April 30. Rotary Club is hosting a reverse raffle event this Friday at Knights of Columbus.

O'Connor – Likes the new digital sign.

Martens – Also likes the new digital sign.

Fichtel – Please complete and submit your Statements of Economic Interest. There will be election of Officers and Committee assignments at the next board meeting in May. Thanks to the library and Sweet and Savory for a great run with Trivia. Next Friends of the Library meeting is on May 3.

c. Director:

Coen – Thank you to the Board for the flowers and support in celebration of National Library week. There is an after hours Salsa Celebration grant event at 7:00 pm on April 29. The Friends of the Library officially received 5031C status.

d. Staff: None

6) Additions and Deletions

GENERAL ACCOUNT / CLARENDON HILLS BANK A/C #8590				
RECIPIENT	MEMORANDUM	NOTE	WPL CODE	AMOUNT
AMAZON	MISCELLANEOUS INVOICES	SEE ATTACHED	00.0000	\$2,887.03
BRODART CO.	INVOICE 4379329	ADULT BOOKS	11.4211	\$10.07
BRODART CO.	INVOICE 4379329	YOUTH BOOKS	11.4221	\$14.06
INDUSTRIAL APPRAISAL COMPANY	INVOICE 8377400-A - FY 2016	REPORT OF INSURABLE VALUES	11.4819	\$225.00
INDUSTRIAL APPRAISAL COMPANY	INVOICE 8377400-B - FY 2016	REPORT OF PROPERTY RECORD	11.4819	\$185.00
FIRST BANKCARD (WINTRUST)	MISCELLANEOUS INVOICES	SEE ATTACHED	00.0000	\$1,947.17
KLEIN, THORPE & JENKINS, LTD	INVOICE 181924	LEGAL SERVICES - FOIA & GENERAL	11.4811	\$140.00
PENGUIN RANDOM HOUSE	INVOICE 1087137892	ADULT AV	11.4213	\$35.00
PENGUIN RANDOM HOUSE	INVOICE 1086992824	ADULT AV	11.4213	\$50.00
PETTY CASH	INVOICE 04192016 - REPLENISH	SEE ATTACHED	00.0000	\$226.17
RECORDED BOOKS	INVOICE 75315330	ADULT AV	11.4213	\$87.20
RIVISTAS SUBSCRIPTION SERVICES	INVOICE 4124 - FY2017	PERIODICALS - ADULT	11.4214	\$4,306.58
RIVISTAS SUBSCRIPTION SERVICES	INVOICE 4124 - FY2017	PERIODICALS - ADULT - REFERENCE	11.4215	\$139.56
RIVISTAS SUBSCRIPTION SERVICES	INVOICE 4124 - FY2017	PERIODICALS - YOUTH	11.4224	\$234.20
RIVISTAS SUBSCRIPTION SERVICES	INVOICE 4124 - FY2017	PERIODICALS - YOUTH - REFERENCE	11.4225	\$174.12
			TOTAL	\$10,661.16
TOTAL TO BE ADDED TO THE BILLS PRESENTED ON APRIL 19, 2016: \$10,661.16				

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

Discussion: None

Vote: All in favor.

Motion passed.

7) Treasurers Report

Motion: O'Connor moved to approve the Treasurers Report, Carmichael seconded.

Discussion: None

Vote:

Ayes: Booth, Carmichael, Delano, Fichtel, Martens, O'Connor, and Stern.

Nays: None

Motion passed.

8) Bills and Salaries

Motion: O'Connor moved to approve Bills and Salaries Report, Martens seconded.

Discussion: "Prepaid expenses" are expenditures paid in FY16 for product or services received in FY17.

Vote:

Ayes: Booth, Carmichael, Delano, Fichtel, Martens, O'Connor, and Stern.

Nays: None.

Motion passed.

9) **Unfinished Business:** None

10) **New Business:**

a. Approval of library insurance for FY17

Motion: Stern moved to approve accepting the bid from Cook & Kocher for Utica National, deleting crime and treasurer's bond and adding earthquake and the existing bid with Liberty Mutual/Kamm for crime and treasurer's bond. O'Connor seconded.

Discussion: Coen explained that there were two quotes provided from different insurance brokers. Flood and earthquake insurance was also discussed. Coen recommended that we insure the property with Cook & Kocher brokers/Utica National, inclusive of earthquake coverage, and continue our crime policy with Kamm brokers/Liberty Mutual.

Vote

Ayes: Booth, Carmichael, Delano, Fichtel, Martens, O'Connor, and Stern.

Nays: None.

Motion passed.

b. Approval of resolution authorizing non-resident card participation and fees for FY17

Motion: Carmichael moved to approve the resolution authorizing non-resident card participation and fees for FY17, using the tax bill method. Delano seconded.

Discussion: Coen explained that the tax bill method determines the rate of non-resident cards based on the libraries current tax rate.

Vote

Ayes: Booth, Carmichael, Delano, Fichtel, Martens, O'Connor, and Stern.

Nays: None.

Motion passed.

c. Discussion of facility upgrades and project priorities

Discussion: Coen explained that the amount of surplus money for FY16 would not be finalized or transferred until after the audit was completed around October/November. She recommended the Finance Committee discuss Special Reserve fund availability and fund balances at their next meeting in May. The Finance Committee meeting will be held at least 48 hours prior to the regular meeting in May so action steps can be put on the agenda for the board meeting.

Stern recommended approving the rest of the work on the main floor so it could be done at the same time as the lobby and restrooms using approximately \$250,000 of special reserve funds. O'Connor agreed with Stern but would like to re-address the planning of projects at the Finance Committee meeting next month. Perhaps readjusting the fund balance.

d. Approval of FY17 budget

Motion: O'Connor moved to approve the FY17 budget Carmichael seconded.

Discussion: Grant revenue, program, insurance expenses, HVAC expenses, professional membership expenses, technology expenses, and strategic plan expenses were discussed.

Motion: Stern moved to approve the FY17 budget, as amended, by adding \$600 to 11.4131 conferences & training, \$400 to 11.4132 professional memberships, \$1,000 to 11.4621 HVAC, \$650 to 11.4655 technology, \$900 to 11.4813 strategic planning, and align lines 11.4821 Building Insurance, 11.4822 Errors and Omissions and 11.4823 Treasurer's Bond with bid amounts that were previously approved. O'Connor seconded.

Vote

Ayes: Booth, Carmichael, Delano, Fichtel, Martens, O'Connor, and Stern.

Nays: None.

Motion passed.

e. Approval of Pathmann Construction proposal for construction management of the restrooms and lobby renovation for an amount not to exceed \$24,500

Motion: None

Discussion: This item was tabled until after the Finance Committee meeting in May.

Vote: None

f. Discussion of standards for board meeting minutes

Discussion: Board agreed they were satisfied with the format and standards of meeting minutes.

g. Approval of Social Media Policy

Bylaw & Policy Committee Chair, Stern, recommended the Board approve the Social Media Policy following three amendments and some minor grammatical corrections. Under public policy comment paragraph in the fourth line, delete the words “before it is posted.” Compress bullet points 1, 2 and 3 into one so that it says “Content that is obscene, defamatory, invades privacy, or disparages any person or group.” Under the bullet point “private or personal information,” delete the words “posted without consent.”

Motion: Martens moved to approve the amended version of the Social Media Policy as recommended by the committee, Delano seconded.

Vote

Ayes: Booth, Carmichael, Delano, Fichtel, Martens, O’Connor, and Stern.

Nays: None.

Motion passed.

h. Approval of Public Use of the Internet Policy

Bylaw & Policy Committee Chair, Stern, recommended the Board approve the Public Use of the Internet Policy with some amendments and some minor grammatical corrections. On the second page under Children and Public Use of the Internet use the word “disallow” rather than “restrict.” Add “internet enabled” before the word “computers” in the fifth line. Stern reported that filtering software was discussed at the committee meeting but was not recommended at this time.

Motion: Martens moved to approve the Public Use of the Internet Policy as amended, Delano seconded.

Discussion: Booth commented on guest pass restrictions for teens. Coen will work with staff to create a homework station computer.

Vote

Ayes: Booth, Carmichael, Delano, Fichtel, Martens, O’Connor, and Stern.

Nays: None.

Motion passed.

11) Executive Session: None.

12) Adjournment:

Motion: Stern moved to adjourn at 8:10 p.m., O’Connor seconded.

Vote: All in favor.

Motion passed.

Respectfully submitted,

Elaine Carmichael

Westmont Public Library

Board of Trustees, Secretary