



## 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

JUNE 21, 2016

### MINUTES

#### 1) Call to Order

The meeting was called to order at 7:00 p.m. by Board President Jason Fichtel on Tuesday, June 21, 2016 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, 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: May 17, 2016
- b. Communications log: June, 2016
- c. Director's report: June, 2016

**Motion:** Martens moved to approve the consent agenda, Carmichael seconded.

**Discussion:** None

**Vote:** All in favor

**Motion passed**

#### 5) Open Forum

##### a. Public

Spencer Parker, Village Finance Director, present to answer questions. Passed along a compliment from a resident who appreciates the services the library provides.

##### b. Board

**Booth:** Enjoying the summer activates at the library as are her children.

**O'Connor:** Enjoying trivia hosted by the library at the new location - Neat Kitchen + Bar.

**Carmichael:** Reminded everyone about Cruisin' Nights every Thursday night in downtown Westmont during summer months.

##### c. Director

**Coen:** The library will have a booth at the Taste of Westmont on July 8, 9, and 10 to promote library services and collections to attendees. The first summer drop-in storytime had over 100 attendees last week. Coen heard from the patron whose children have food allergies and her continued concerns about food in the library were discussed. Coen reminded the Board that the library will be closed on Monday, July 4.

**d. Staff**

Smith: None

Barry: None

**6) Additions and Deletions**

<b>GENERAL ACCOUNT / CLARENDON HILLS BANK A/C #8590</b>				
<b>RECIPIENT</b>	<b>MEMORANDUM</b>	<b>NOTE</b>	<b>WPL CODE</b>	<b>AMOUNT</b>
AMAZON	MISCELLANEOUS INVOICES	SEE ATTACHED	00.0000	\$2,794.76
A. PANZICA ENTERPRISE LTD.	INVOICE 693 - <b>FY 2016</b>	MISC. GENERAL MAINTENANCE	11.4611	\$500.00
ARCO PLUMBING	INVOICE 54507	TURN ON SILLCOCKS	11.4611	\$95.00
BAKER & TAYLOR	INVOICE 2032062773	BOOKS	11.4221	\$618.28
BAKER & TAYLOR	INVOICE 2032062773	PROCESSING	11.4416	\$59.85
BAKER & TAYLOR	INVOICE 2032050408	BOOKS	11.4221	\$143.02
BAKER & TAYLOR	INVOICE 2032050408	PROCESSING	11.4416	\$10.30
BAKER & TAYLOR	INVOICE 2032046649	BOOKS	11.4211	\$394.51
BAKER & TAYLOR	INVOICE 2032046649	PROCESSING	11.4416	\$38.30
BAKER & TAYLOR	INVOICE 2032050015	BOOKS	11.4211	\$401.21
BAKER & TAYLOR	INVOICE 2032050015	PROCESSING	11.4416	\$46.35
BIBLIOTHECA + 3M	INVOICE S10014061-US	DIGITAL CONTENT	11.4216	\$26.38
BIBLIOTHECA + 3M	INVOICE S10014062-US	DIGITAL CONTENT	11.4216	\$65.00
BRODART	INVOICE B4565685	BOOKS	11.4211	\$11.77
ENVISIONWARE	INVOICE INV-US-26407	TELEPHONE & BROADBAND	11.4635	\$50.75
FIRST BANKCARD (WINTRUST)	MISCELLANEOUS INVOICES	SEE ATTACHED	00.0000	\$1,414.74
FLOW-TECHNICS	INVOICE 000005174 - REPAIRS	STORMWATER LIFT STATION	11.4611	\$425.00
GALE/CENGAGE LEARNING	INVOICE 58178828	BOOKS	11.4211	\$100.06
GREAT COURSES	INVOICE SINVO4683491 - <b>FY 2016</b>	AV	11.4213	\$17.50
MIDWEST TAPE	INVOICE 94050193	AV	11.4213	\$198.87
ORIENTAL TRADING	INVOICE 678132354-01	MARKETING & ADVERTISING	11.4555	\$40.50
PETTY CASH	INVOICE 04192016 - REPLENISH	SEE ATTACHED	00.0000	\$212.21
PITNEY BOWES PURCHASE POWER	INVOICE 48496830 - MAY	POSTAGE	11.4451	\$150.00
VILLAGE OF WESTMONT	INVOICE 78976 - MAY & JUNE 2016	ACCOUNTING SERVICES	11.4814	\$1,050.00
			<b>TOTAL</b>	<b>\$8,864.36</b>
<b>SPECIAL RESERVES / ILLINOIS FUNDS A/C #1589</b>				
<b>RECIPIENT</b>	<b>MEMORANDUM</b>	<b>NOTE</b>	<b>WPL CODE</b>	
VILLAGE OF WESTMONT	INVOICE 79015 - <b>FY 2016</b>	DIGITAL SIGN	70.4819	\$55,000.00
			<b>TOTAL</b>	<b>\$55,000.00</b>
<b>TOTAL TO BE ADDED TO THE BILLS PRESENTED ON JUNE 21, 2016: \$63,864.36</b>				

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

**Discussion:** Coen pointed out that the payment for the digital sign is included in the addendum. This payment is from Special Reserves.

**Vote:** All in favor

**Motion passed**

**7) Treasurers Report**

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

**Discussion:**

**Vote:**

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

Nays: None

**Absent:** Delano

**Motion passed**

**8) Bills and Salaries**

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

**Discussion:** Coen pointed out that the header on the Bills Presented report that was originally distributed to the Board should say June 21, 2016 not May 17, 2016. The new report has been updated.

**Vote:**

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

Nays: None

**Absent:** Delano

**Motion passed**

**9) Unfinished Business: None**

**10) New Business**

**a. Appointment of FOIA and OMA designee**

**Motion:** Coen agreed to continue as the Library's FOIA officer and Martens agreed to continue as OMA designee. All in favor.

**Discussion:** None

**Vote:** All in favor

**Motion passed**

**b. Approval of the Prevailing Wage Resolution**

**Motion:** O'Connor moved to approve the Prevailing Wage Resolution, Carmichael seconded.

**Discussion:** Stern feels the Library Board, as a local governing body, is the most qualified to determine fair wages for workers hired at the library and that he will be voting "no" to this resolution. O'Connor inquired if there are penalties for not passing the resolution. Stern commented that regardless of the resolution, we have to pay prevailing wage by Illinois statute.

**Vote:**

Ayes: Booth, Carmichael, Martens, O'Connor, and Fichtel

Nays: Stern

**Absent:** Delano

**Motion passed**

**c. Update on main floor renovation and proposed projects**

Coen reported that an update was included in the packet that identifies the projects have been completed, projects that will be completed this year pending Board approval, and projects that are remaining in the master plan. She discussed this update with the project manager and architect and they are in agreement on cost estimates and phasing of projects. O'Connor thanked Coen for her spreadsheet detailing the projects and providing a timeline.

**d. Approval of Pathmann Construction proposal for management of the second phase of the main floor renovation for an amount not to exceed \$48,000**

**Motion:** Stern moved to approve Pathmann Construction proposal for management of the second phase of the main floor renovation for an amount not to exceed \$48,000, O'Connor seconded.

**Discussion:** Coen commented that we worked with Pathmann Construction for our meeting room renovation this past year. She recommended we work with Pathmann Construction for phase two of the renovation.

**Vote:**

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

Nays: None

**Absent:** Delano

**Motion passed**

**e. Approval of Product Architecture proposal for architectural services for the main floor renovation for an amount not to exceed \$27,000**

**Motion:** O'Connor moved to approve Product Architecture proposal for architectural services for the main floor renovation for an amount not to exceed \$27,000, Martens seconded.

**Discussion:** Coen commented that Product Architecture are the firm that developed the main floor master plan and the same firm used for our Youth Services remodel. She recommended we work with Product Architecture for phase two of the main floor renovation. O'Connor commented that he will abstain from this vote since he has worked with this firm professionally in the past.

**Vote:**

Ayes: Booth, Carmichael, Martens, Stern, and Fichtel

Nays: None

Abstain: O'Connor

**Absent:** Delano

**Motion passed**

**f. Approval of FY17 IPLAR**

**Motion:** Stern moved to approve the FY17 IPLAR, O'Connor seconded.

**Discussion:** Coen provided updated sections of the report to the Board. Jason and Elaine will formally approve the report before submitting to the State Library. The entire report will eventually be available to the public as a PDF on the website and a report that highlights our yearly numbers will be included in the newsletter and our website.

**Vote:**

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

Nays: None

**Absent:** Delano

**Motion passed**

**g. Approval of 2017 Strategic Plan survey**

**Motion:** O'Connor moved to approve the 2017 Strategic Plan survey, Carmichael seconded. All in favor.

**Discussion:** Booth recommended asking how frequently survey takers actually visit the library, in person or on line, and adding a section for participants to provide their zip code. Coen reported that Delano suggested putting the Community questions at the end. Coen will spell out "science, technology, engineering, and math" instead of using the acronym "S.T.E.M." O'Connor asked for more clarification in questions that ask participants to prioritize answers. Coen explained that the layout of the survey will be re-designed by our graphic artist Kerry Barnett.

**Vote:**

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

Nays: None

**Absent:** Delano

**Motion passed**

**11) Executive Session: None**

**12) Adjournment:**

**Motion:** O'Connor moved to adjourn at 7:47 p.m., Carmichael seconded.

**Vote:** All in favor

**Motion passed**

**Respectfully submitted,**

**Elaine Carmichael**

**Westmont Public Library**

**Board of Trustees, Secretary**