



WESTMONT PUBLIC LIBRARY

428 N Cass Ave, Westmont, IL 60559

630 969 5625

westmontlibrary.org

Providing the community keys to lifelong learning

MINUTES OF THE REGULAR MEETING OF THE LIBRARY BOARD DECEMBER 20, 2016

1) Call to Order

The meeting was called to order at 7:00 p.m. by Board President Jason Fichtel on Tuesday, December 20, 2016 at the Westmont Public Library.

2) Roll Call

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

Absent: Secretary Elaine Carmichael and Trustee Heather Booth

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 on November 15, 2016

b. Communications log: December 2016

c. Director's report: December 2016

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

Discussion: None

Vote: All in favor

Absent: Carmichael and Booth

Motion passed

5) Open Forum:

a. Public:

Spencer Parker, Village of Westmont Finance Director, present to answer questions.

b. Board:

Martens: Merry Christmas everybody.

Stern: Merry Christmas everybody.

Fichtel: Merry Christmas and Happy holidays.

Director Coen: Renovations are scheduled to start next week after we have permits in-hand. We received a request to reconsider an item in the youth collection, a DVD titled "*Princess Juliet*" which is an adaptation of *Romeo and Juliet*. Coen determined that it should be in a collection for a more mature audience. The library allowed the village to use our parking lot for a filming project for a television series. In exchange the Friends of the Library will receive a \$1,500 donation. Happy holidays.

Barry: Happy holidays.

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	\$1,821.24
A.PANZICA ENTERPRISES	INVOICE 739	GENERAL MAINTENANCE	11.4611	\$1,120.00
BAKER & TAYLOR	INVOICE 2032480124	BOOKS	11.4221	\$299.07
BAKER & TAYLOR	INVOICE 2032480124	PROCESSING	11.4416	\$16.65
BAKER & TAYLOR	INVOICE 2032476108	BOOKS	11.4221	\$276.86
BAKER & TAYLOR	INVOICE 2032476108	PROCESSING	11.4416	\$27.45
BAKER & TAYLOR	INVOICE 2032476252	BOOKS	11.4211	\$556.63
BAKER & TAYLOR	INVOICE 2032476252	PROCESSING	11.4416	\$38.65
BAKER & TAYLOR	INVOICE 2032479601	BOOKS	11.4211	\$508.94
BAKER & TAYLOR	INVOICE 2032479601	PROCESSING	11.4416	\$30.25
BAKER & TAYLOR	INVOICE 2032486117	BOOKS	11.4211	\$300.68
BAKER & TAYLOR	INVOICE 2032486117	PROCESSING	11.4416	\$36.00
BIBLIOTHECA	INVOICE SI0021817-US	ADULT - ELECTRONIC RESOURCE	11.4217	\$1,500.00
BIBLIOTHECA	INVOICE SI0021817-US	YOUTH - ELECTRONIC RESOURCE	11.4227	\$1,000.00
BIBLIOTHECA	INVOICE SI0021743-US	ADULT - ELECTRONIC RESOURCE	11.4217	\$683.46
BRODART	INVOICE B4826361	BOOKS	11.4221	\$15.36
BRODART	INVOICE B4827687	BOOKS	11.4221	\$32.19
CENTURION TECHNOLOGIES	INVOICE 8782789937	TECHNOLOGY	11.4655	\$225.18
DEMCO	INVOICE 6023058	PROCESSING SUPPLIES	11.4416	\$187.85
FIRST BANKCARD (WINTRUST)	MISCELLANEOUS INVOICES	SEE ATTACHED	00.0000	\$1,113.81
GALE/CENGAGE LEARNING	INVOICE 59468993	BOOKS	11.4211	\$50.68
INTERIOR INVESTMENTS	INVOICE 136791	FURNITURE - RE-DESIGN	11.4616	\$3,646.00
INTERIOR INVESTMENTS	INVOICE 140142	FURNITURE - RE-DESIGN	11.4701	\$1,802.00
MIDWEST TAPE	INVOICE 94591626	AV	11.4213	\$76.95
MIDWEST TAPE	INVOICE 94593266	AV	11.4213	\$34.99
MIDWEST TAPE	INVOICE 94593267	AV	11.4213	\$104.98
MIDWEST TAPE	INVOICE 94592915	AV	11.4213	\$12.99
MIDWEST TAPE	INVOICE 94592914	AV	11.4213	\$65.97
MIDWEST TAPE	INVOICE 94592913	AV	11.4213	\$46.98
MIDWEST TAPE	INVOICE 94592911	AV	11.4213	\$118.95
MIDWEST TAPE	INVOICE 94591629	AV	11.4223	\$45.98
MIDWEST TAPE	INVOICE 94591628	AV	11.4213	\$22.99
MIDWEST TAPE	INVOICE 94592910	AV	11.4213	\$91.96
MIDWEST TAPE	INVOICE 94592912	AV	11.4213	\$13.99
NEWEGG BUSINESS	INVOICE 1300014851	TECHNOLOGY - GRANT	11.4657	\$550.00
NICOR GAS	INVOICE 79848900001 1216	NATURAL GAS	11.4631	\$807.19
PETTY CASH	INVOICE 12202016 - REPLENISH	SEE ATTACHED	00.0000	\$265.39
PEREZ, ALEA	INVOICE 12162016	TRAVEL	11.4134	\$156.20
SANCHEZ, MARIA	INVOICE 01232017	PROGRAMS	11.4501	\$35.00
SANCHEZ, MARIA	INVOICE 01302017	PROGRAMS	11.4501	\$35.00
SERIKAKU, KATHLEEN	INVOICE 12102016	RPB/ILL LOST & PAID	11.4232	\$31.97
VALUE LINE INSTITUTIONAL SALES & SERVICES	INVOICE KF-769579-1612	ELECTRONIC RESOURCE	11.4217	\$5,000.00
WALKER DISPLAY	INVOICE 12665	HARDWARE FOR MURAL	11.4701	\$109.39
WESTSIDE MECHANICAL	INVOICE 018698	HVAC - WATER LOOP FLUSH	11.4621	\$2,500.00
			TOTAL	\$25,415.82
TOTAL TO BE ADDED TO THE BILLS PRESENTED ON DECEMBER 20, 2016: \$25,415.82				

Motion: Stern moved to include Additions and Deletions with Bills and Salaries, Martens seconded.

Discussion: None

Vote: All in favor

Motion passed

7) Treasurers Report

Discussion:

Motion: Martens moved to file the treasurer's report for audit, Stern seconded.

Vote

Ayes: Booth, Delano, Martens, O'Connor, Stern and Fichtel – 5

Nays: None

Absent: Carmichael and Booth

Motion passed

8) Bills and Salaries

Motion: Stern moved to approve Bills and Salaries Report, Delano seconded.

Discussion: None

Vote:

Ayes: Delano, Martens, O'Connor, Stern and Fichtel – 5

Nays: None

Absent: Carmichael and Booth

Motion passed

9) Unfinished Business: None

10) New Business:

a. Approval of the 2017 Schedule of Fines & Fees

Motion: Martens moved to approve the 2017 Schedule of Fines & Fees, Delano seconded.

Discussion: The board was provided with a breakdown report on collection agency fees, an income report on the past years' overdue fines, and information on neighboring libraries' fines and fees. The proposed schedule keeps overdue fines at \$0.15 per day and all other fines and fees the same as 2016. Overdue fines and grace periods were discussed. O'Connor stated he was in favor of lowering the \$20 collection agency fee to \$10 to be consistent with neighboring libraries.

(Booth arrived at 7:14 pm)

Vote:

Ayes: Delano, Martens, O'Connor, Stern and Fichtel – 5

Nays: None

Abstained: Booth

Absent: Carmichael

Motion passed

b. Discussion of the FY17 Per Capita Grant application

Discussion: Coen reported that the planned use of funds, if received, would be spend in youth services. The grant guidelines have been changed to allow money to be spent on construction. If the figures work out, staff would like to remove the glass walls in the youth department to make the floor space larger. O'Connor asked if the money would be better spent on a phase of the main floor renovation. Since there is no guarantee we'll be awarded the grant, Coen recommended we keep the main floor renovation projects separate from the grant projects.

c. Presentation of the final Strategic Plan 2017 – 2020 document

Discussion: The Strategic Plan brochure was designed by staff member Kerry Barnett and will be posted online and available at our service desks. Staff will be discussing the new plan at the annual staff in-service meeting on January 27.

11) Executive Session: None

12) Adjournment:

Motion: Martens moved to adjourn at 7.22 pm, Delano seconded.

Vote: All in favor

Motion passed

Respectfully submitted,

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