



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**