



## WESTMONT PUBLIC LIBRARY

428 N Cass Ave, Westmont, IL 60559

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westmontlibrary.org

Providing the community with the keys to lifelong learning.

### MINUTES OF THE REGULAR MEETING OF THE LIBRARY BOARD

JANUARY 17, 2017

**1) Call to Order**

The meeting was called to order at 7:01 pm by Board President Jason Fichtel on Tuesday, January, 17, 2017 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, and President Jason Fichtel.

**Absent:** Trustee Mark Stern

**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 December 20, 2016

b. Communications log: January 2017

c. Director's report: January 2017

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

**Discussion:** Visitor count on the Director's Report should say December 2015 not November 2015.

**Vote:** All in favor

**Absent:** Stern

**Motion passed**

**5) Open Forum**

**a. Public**

Ruth Olsson, Village of Westmont Assistant Finance Director, present to answer questions.

**b. Board**

Booth: Her family enjoyed attending the Alice in Wonderland event on January 14.

Martens: The 2017 annual ILA trustee workshop will be on Saturday, February 18.

Fichtel: The 2017 annual ILA trustee workshop will be on Saturday, February 18 at the Oakbrook Marriot. The morning session will cover issues of censorship in public libraries. The afternoon session will cover legal issues.

**c. Director**

Coen will send out information on the trustee workshop and we'll register interested Trustees. Trustees will be receiving an email from DuPage County with a link to fill out the statements of economic interest beginning in March. There were approximately 150 people at the Alice in Wonderland event on January 14. Renovations are on schedule and on budget.

**d. Staff**

Smith: New PSA, Nicole, will be starting next week. She currently works at Brookfield Library part time.

**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      | \$1,279.28        |
| BIBLIOTHECA + 3M  | INVOICE SI0022943-US       | DIGITAL CONTENT - ADULT   | 11.4216      | \$215.98          |
| BIBLIOTHECA + 3M  | INVOICE SI0022968-US       | DIGITAL CONTENT - YOUTH   | 11.4226      | \$53.91           |
| BIBLIOTHECA + 3M  | INVOICE SI0022955-US       | DIGITAL CONTENT - YOUTH   | 11.4226      | \$103.37          |
| BIBLIOTHECA + 3M  | INVOICE SI0022900-US       | DIGITAL CONTENT - ADULT   | 11.4216      | \$490.43          |
| BIBLIOTHECA + 3M  | INVOICE SI0022941-US       | DIGITAL CONTENT - ADULT   | 11.4216      | \$223.97          |
| BIBLIOTHECA + 3M  | INVOICE SI0022876-US       | DIGITAL CONTENT - ADULT   | 11.4216      | \$743.20          |
| BIBLIOTHECA + 3M  | INVOICE SI0022851-US       | DIGITAL CONTENT - ADULT   | 11.4216      | \$1,077.45        |
| FIRST BANKCARD (WINTRUST)   | MISCELLANEOUS INVOICES     | SEE ATTACHED              | 00.0000      | \$668.32          |
| CLAUS, THERESA  | INVOICE 01072017           | PROGRAMMING               | 11.4501      | \$150.00          |
| FT FINANCIAL TIMES  | INVOICE 01122017           | PERIODICAL                | 114214       | \$406.00          |
| ILLINOIS LIBRARY ASSOCIATION  | INVOICE 125818             | BOARD EXPENSE - MARTENS   | 11.4135      | \$75.00           |
| ILLINOIS LIBRARY ASSOCIATION  | INVOICE 125830             | BOARD EXPENSE -CARMICHAEL | 11.4135      | \$75.00           |
| IMPACT NETWORKING   | INVOICE 763153             | PHOTOCOPIER & PRINTING    | 11.4724      | \$299.18          |
| LIMRiCC UCGA  | INVOICE 12312015 - 4TH QTR | UNEMPLOYMENT COMPENSATION | 11.4058      | \$169.87          |
| MEANS WILLS, BETSEY   | INVOICE 01312017           | PROGRAMMING               | 11.4501      | \$300.00          |
| NISSEN, CYNTHIA   | INVOICE 01242017           | PROGRAMMING               | 11.4501      | \$75.00           |
| PETTY CASH  | INVOICE 12202016           | SEE ATTACHED              | 00.0000      | \$113.33          |
| NORCOMM PUBLIC SAFETY   | INVOICE 273-097408 - QRTL  | RADIO EQUIPMENT LEASE     | 11.4624      | \$60.00           |
|   |                            |                           |              |                   |
|   |                            |                           | <b>TOTAL</b> | <b>\$6,579.29</b> |
| <b>TOTAL TO BE ADDED TO THE BILLS PRESENTED ON JANUARY 17, 2017: \$6,579.29</b> |                            |                           |              |                   |

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

**Discussion:** None

**Vote:** All in favor

**Motion passed**

**7) Treasurers Report**

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

**Discussion:** None.

**Vote:**

Ayes: Booth, Carmichael, Delano, Martens, O'Connor, and Fichtel – 6

Nays: None

Absent: Stern

**Motion passed**

**8) Bills and Salaries**

**Motion:** Booth moved to approve Bills and Salaries Report, Martens seconded.

**Discussion:** Carmichael asked about the expense to Chicago Project Management. Coen responded that it was for project management of the bid packets and bidding process for the masonry restoration project. The Board has approved up to \$3,000 for project management.

**Vote:**

Ayes: Booth, Carmichael, Delano, Martens, O'Connor, and Fichtel – 6

Nays: None

Absent: Stern

**Motion passed**

**9) Unfinished Business: None**

**10) New Business:**

**a. Award bid for the masonry restoration project to Master Project, Inc. in the amount of \$27,600 for the base bid and \$24.00 per additional brick replacement and \$12.00 per linear foot of coping stone sealant**

Motion: Delano moved to award the bid for the masonry restoration project to Master Project, Inc. in the amount of \$27,600 for the base bid and \$24.00 per additional brick replacement and \$12.00 per linear foot of coping stone sealant, O'Connor seconded.

**Discussion:** Ruzic said once the wall is disassembled we'll know the number of replacement bricks necessary over the 650 included in the base bid. The bid packets included language requiring contractors pay prevailing wage. Certified payroll will be submitted for our records once work commences. Reference checks were carried out on the contractor relating to similar projects. O'Connor inquired when and how much was originally budgeted for this project in the capital outlay report. Coen reported that the original plan was to repair the chiller yard enclosure masonry but upon recommendation from mason contractors we will demolish that enclosure and replace with a cheaper structure. The masonry in the front of the building is still repairable so we've moved up that project timeline. The original estimation was closer to \$15,000.

**Vote:**

Ayes: Booth, Carmichael, Delano, Martens, O'Connor, and Fichtel – 6

Nays: None

Absent: Stern

**Motion passed**

**b. Approval of up to \$35,000 from special reserves for the masonry restoration project**

**Motion:** Martens moved to approve up to \$35,000 from special reserves for the masonry restoration project, Delano seconded.

**Discussion:** None

**Vote:**

Ayes: Booth, Carmichael, Delano, Martens, O'Connor, and Fichtel – 6

Nays: None

Absent: Stern

**Motion passed**

**c. Approval of the Volunteer Policy**

**Motion:** Martens moved to approve the Volunteer Policy, Delano seconded.

**Discussion:** The Board agreed to the changes in the proposed revision. No further changes were recommended.

**Vote:**

Ayes: Booth, Carmichael, Delano, Martens, O'Connor, and Fichtel – 6

Nays: None

Absent: Stern

**Motion passed**

**d. Approval of the Conflict of Interest Policy**

**Motion:** Martens moved to approve the Conflict of Interest Policy, Delano seconded.

**Discussion:** This is a newly developed policy. Coen shared comments from Trustee Stern. Under Purpose, the Board agreed it should state, "The purpose of this policy is to set guidelines so all policies and financial decisions of the Westmont Public Library are impartially applied and determined." Under Definitions, the Board agreed it should state, "No presumption is created by the mere existence of a social relationship between Trustees or employees or their family members with outside parties that perform Library business." Under Disclosure and Disqualification, the Board agreed it should state, "To the extent known, any Trustee or employee of the Library who has, will have, or subsequently acquires any interest in any contract with the Library, shall disclose the nature and extent of such interest to the Library Director, and to the President of the Library Board (for Trustees) or to such employee's immediate supervisor, as soon as he or she has knowledge of such actual or prospective interest."

**Vote:**

Ayes: Booth, Carmichael, Delano, Martens, O'Connor, and Fichtel – 6

Nays: None

Absent: Stern

**Motion passed**

**e. Approval of the Borrower Registration Policy**

**Motion:** Martens moved to approve the Borrower Registration Policy, Booth seconded.

**Discussion:** The Board agreed to the changes in the proposed revisions. Under Westmont Businesses, the Board agreed it should state, "Persons who operate a business within the boundaries of the Village of Westmont are entitled to a business library card."

**Vote:**

Ayes: Booth, Carmichael, Delano, Martens, O'Connor, and Fichtel – 6

Nays: None

Absent: Stern

**Motion passed**

**f. Discussion and reading of recommended changes to the Bylaws to be approved at the next regular board meeting**

Martens read that the proposed changes under the Committee section of the Bylaws. It will state, "there shall be two standing committees of the Board of Trustees: a Finance Committee and a Policy Committee. Appointments to standing committees shall be made by the President at the Annual Meeting. The Library Board has authority to approve committee meeting minutes at the regular Board meetings."

**g. Discussion of Director's Annual Evaluation**

Fichtel emailed a draft evaluation form to all of the trustees. The Board agreed to use the form for discussion purposes during the evaluation in February. The Board agreed to ask staff and direct reports for upward evaluations of the Director. Delano suggested reducing the number of questions from previous years. Delano agreed to facilitate the staff evaluations and send a summary to the Board. The Board agreed that a written self-evaluation from Coen would be the best way to gather her input for the evaluation.

**11) Executive Session**

Martens moved to go into Executive Session at 7:45 pm for the purpose of reviewing executive session minutes as according to 5ILS 120/2, each public body shall periodically, but no less than semi-annually, meet to review minutes of all closed meetings. At such meetings a determination shall be made, and reported in an open session that (1) the need for confidentiality still exists as to all or part of those minutes or (2) that the minutes or portions thereof no longer require confidential treatment and are available for public inspection. Booth seconded.

**Vote:**

Ayes: Booth, Carmichael, Delano, Martens, O'Connor, and Fichtel – 6

Nays: None

Absent: Stern

**Motion passed**

**Resume Open Session**

Regular meeting was called back into open session at 7:56 pm by Board President Jason Fichtel.

**Roll call**

**Present:** Booth, Carmichael, Delano, Martens, O'Connor, and Fichtel

**Absent:** Stern

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

Fichtel reported that all current executive minutes will remain closed.

**13) New business (continued)**

**h. Approval of the destruction of executive session recordings for January 20, 2015, February 17, 2015, and March 24, 2015**

Martens moved to approve the destruction of executive session recordings for January 20, 2015, February 17, 2015, and March 24, 2015, Carmichael seconded.

**Vote:**

Ayes: Booth, Carmichael, Delano, Martens, O'Connor, and Fichtel – 6

Nays: None

Absent: Stern

**Motion passed**

**14) Adjournment:**

**Motion:** Carmichael moved to adjourn at 8:00 pm, O'Connor seconded.

**Vote:** All in favor

**Motion passed**

**Respectfully submitted,**

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