



WESTMONT PUBLIC LIBRARY

428 N Cass Ave, Westmont, IL 60559
630 969 5625
westmontlibrary.org

Providing the community with the keys to lifelong learning.

MINUTES OF THE REGULAR MEETING OF THE LIBRARY BOARD

FEBRUARY 21, 2017

1) Call to Order

The meeting was called to order at 7:04pm by Board President Jason Fichtel on Tuesday, February 21, 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, 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 on January 17, 2017
- b. Communications log: February 2017
- c. Director's report: February 2017

Motion: Martens moved to approve the consent agenda, O'Connor seconded.

Discussion: None

Vote: All in favor

Motion passed

5) Open Forum:

a. **Public:** Spencer Parker, Finance Director, Village of Westmont, present to answer questions.

b. Board:

O'Connor: Kudos to Jordan on the WPL teen trivia program.

Martens: Remodel looks great. Enjoyed attending the 2017 trustee workshop.

Fichtel: The annual ILA trustee workshop covered a new topic this year - Intellectual Freedom and Censorship. Fichtel asked if we had a comment form for patrons and a separate "reconsideration of material" form. Coen confirmed that we did have two separate forms. Fichtel asked Coen to consider the intellectual freedom roundtable membership for the library.

Director Coen: Renovations are going well and on schedule. We received a request to remove an item from our youth collection. After reviewing the item and the collection development policy with Alea Perez, Head of Youth Services, a letter

was sent to the patron denying the request. The patron was informed that she could contact Jason to request the Board consider the matter.

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	\$3,365.73
A. PANZICA ENTERPRISES	INVOICE 759	GENERAL MAINTENANCE	11.4611	\$933.00
A. PANZICA ENTERPRISES	INVOICE 760	GENERAL MAINTENANCE	11.4611	\$430.00
A. PANZICA ENTERPRISES	INVOICE 761	GENERAL MAINTENANCE	11.4611	\$610.00
A. PANZICA ENTERPRISES	INVOICE 762	GENERAL MAINTENANCE	11.4611	\$865.00
BLOOMING COLOR	INVOICE 218054	OFFICE SUPPLIES	11.4411	\$196.93
BRODART	INVOICE B4884913	ADULT BOOKS	11.4211	\$28.54
D. ENGRAVING COMPANY	INVOICE 23069	OFFICE SUPPLIES	11.4411	\$55.00
FIRST BANKCARD (WINTRUST)	MISCELLANEOUS INVOICES	SEE ATTACHED	00.0000	\$954.90
GALE/CENGAGE LEARNING CO	INVOICE 60007669	ADULT BOOKS	11.4211	\$19.46
INTERIOR INVESTMENTS	INVOICE 136867	FACILITY IMPROVEMENTS	11.4616	\$7,402.92
INTERIOR INVESTMENTS	INVOICE 136866	FACILITY IMPROVEMENTS	11.4701	\$3,657.43
MAGIC PURE LLC	INVOICE 1624	GENERAL MAINTENANCE	11.4611	\$240.00
MANAGEMENT ASSOCIATION	INVOICE 4560	CONFERENCES & TRAINING	11.4131	\$445.00
MANAGEMENT ASSOCIATION	INVOICE 4577	CONFERENCES & TRAINING	11.4131	\$295.00
MANAGEMENT ASSOCIATION	INVOICE 4576	CONFERENCES & TRAINING	11.4131	\$95.00
MANAGEMENT ASSOCIATION	INVOICE 4586	CONFERENCES & TRAINING	11.4131	\$200.00
MIDWEST TAPE	INVOICE 94741450	ADULT AV	11.4213	\$69.98
MIDWEST TAPE	INVOICE 94741452	YOUTH AV	11.4223	\$49.99
MIDWEST TAPE	INVOICE 94742431	ADULT AV	11.4213	\$29.99
MIDWEST TAPE	INVOICE 94742430	ADULT AV	11.4213	\$68.97
MIDWEST TAPE	INVOICE 94742432	ADULT AV	11.4213	\$267.89
MIDWEST TAPE	INVOICE 94729359	ADULT AV	11.4213	\$44.99
MIDWEST TAPE	INVOICE 94761676	ADULT AV	11.4213	\$233.91
MIDWEST TAPE	INVOICE 94761677	ADULT AV	11.4213	\$49.98
MIDWEST TAPE	INVOICE 94761678	ADULT AV	11.4213	\$81.96
MIDWEST TAPE	INVOICE 94762080	YOUTH AV	11.4223	\$22.98
MIDWEST TAPE	INVOICE 94762081	ADULT AV	11.4213	\$41.97
PETTY CASH	INVOICE 02212017	SEE ATTACHED	00.0000	\$499.81
RANDALL, ELIZABETH	INVOICE 02282017	PROGRAMMING	11.4501	\$225.00
UNIVERSITY OF ILLINOIS	INVOICE 03082017	PROGRAMMING	11.4501	\$100.00
WESTMONT CHAMBER OF COMMERCE	INVOICE 2113	PUBLIC COMMUNICATION	11.4551	\$63.00
WORLD BOOK, INC.	INVOICE 0001550594	YOUTH BOOKS	11.4221	\$350.00
			TOTAL	\$21,994.33
TOTAL TO BE ADDED TO THE BILLS PRESENTED ON FEBRUARY 21, 2017				\$21,994.33

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: O'Connor moved to file the treasurer's report for audit, Stern seconded.

Discussion: None

Vote: All in favor

Motion passed

8) Bills and Salaries

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

Discussion: None

Vote:

Ayes: Booth, Carmichael, Delano, Martens, O'Connor, Stern and Fichtel – 7

Nays: None

Absent: None

Motion passed

9) Unfinished Business: None

10) New Business:

a. Approval of the Investment of Public Funds Policy

Motion: Martens moved to approve, Carmichael seconded.

Discussion: O'Connor reported that the committee recommends the proposed change to the Maintenance of Sufficient Liquidity section. It will now state that the Library shall maintain a minimum of three months of budgeted operating expenditures in short term investments to provide sufficient liquidity for expected disbursements.

Vote:

Ayes: Booth, Carmichael, Delano, Martens, O'Connor, Stern and Fichtel – 7

Nays: None

Absent: None

Motion passed

b. Approval to open meeting minutes from January 20, 2015 and March 24, 2015

Motion: Fichtel suggested amending the motion to "approval to open executive session minutes from January 20, 2015 and March 24, 2015." Stern moved to approve as amended, O'Connor seconded.

Discussion: None

Vote:

Ayes: Booth, Carmichael, Delano, Martens, O'Connor, Stern and Fichtel – 7

Nays: None

Absent: None

Motion passed

c. Approval of the Bylaws amendment

Motion: O'Connor moved to approve, Delano seconded.

Discussion: Coen stated that the changes were reviewed by the policy committee in January and read aloud at the January regular meeting before adoption at the February meeting.

Vote:

Ayes: Booth, Carmichael, Delano, Martens, O'Connor, Stern and Fichtel – 7

Nays: None

Absent: None

Motion passed

d. Discussion of potential change to future length of Library Trustee terms

Discussion: Stern requested this item be put on the agenda. Coen spoke to the library's attorney regarding the possibility of changing our trustee terms from 6 years to 4 years. Per the Local Library Act, trustees are elected for 6 year terms unless they adopt a resolution to change the terms. Any change would not affect current terms. Only terms after a change by resolution would be affected. There was discussion about whether the Board should consider this change. The Board asked Coen to have the attorney draft a resolution to change the length of terms.

e. Discussion of Director's Annual Evaluation

EXECUTIVE SESSION

Motion: Martens moved to go into Executive Session at 7:29 pm for the purpose of discussing “the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity” in accordance with 5ILCS 120/2, O’Connor seconded.

Discussion: None

Vote:

Ayes: Booth, Carmichael, Delano, Martens, O’Connor, Stern and Fichtel – 7

Nays: None

Motion passed

RESUME OPEN SESSION

Regular meeting was called back into open session at 8:43pm by Board President Jason Fichtel.

Roll call

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

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

New business (continued)

Discussion of Director’s Annual Evaluation

Fichtel reported that the Board will vote on Coen’s salary increase in March. Item will be added to the agenda.

11) Adjournment:

Motion: Booth moved to adjourn at 8:44pm, Carmichael seconded.

Vote:

Ayes: Booth, Carmichael, Delano, Martens, O’Connor, Stern and Fichtel – 7

Nays: None

Absent: None

Motion passed

Respectfully submitted,

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