



## 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 MARCH 28, 2017

#### 1) Call to Order

The meeting was called to order at 7:00pm by Board President Jason Fichtel on Tuesday, March 28, 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

**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: February 21, 2017
- b. Minutes of the finance committee meeting minutes: February 21, 2017
- c. Communications log: March 2017
- d. Director's report: March 2017

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

**Discussion:** None

**Vote:** All in favor

**Motion passed**

#### 5) Open Forum:

##### a. Public in attendance:

Spencer Parker, Finance Director, Village of Westmont  
Glen Liljeberg, IT Director, Village of Westmont

##### b. Board

**Booth:** Attended the One Book, One Community event and it was great to hear Brittany speak about Westmont's program with a small budget. Congratulations to Youth Services for the recognition on mykidlist.com.

**O'Connor:** His daughter read to a therapy dog last night at the library and enjoyed the program.

**Delano:** Also extended congratulations to Youth Services for recognition on mykidlist.com

##### Staff

**Director Coen:** Renovations are on schedule. The tuckpointing/masonry project is scheduled to begin in the next couple weeks.

**Smith:** Working with staff to develop the next fine forgiveness program and will provide more information as it becomes available.

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	\$6,865.77
AMERICAN LIBRARY ASSOCIATION	INVOICE 1227750 031317	ALA & PLA MEMBERSHIP RENEWALS	11.4132	\$210.00
AMERICAN LIBRARY ASSOCIATION	INVOICE 129959 033117	ALA MEMBERSHIP RENEWAL	11.4132	\$137.00
A. PANZICA ENTERPRISES	INVOICE 764	GENERAL MAINTENANCE	11.4611	\$2,236.32
BAKER & TAYLOR	INVOICE 2032712174	ADULT BOOKS	11.4211	\$784.66
BAKER & TAYLOR	INVOICE 2032712174	PROCESSING	11.4416	\$35.85
BAKER & TAYLOR	INVOICE 2032708560	ADULT BOOKS	11.4211	\$455.49
BAKER & TAYLOR	INVOICE 2032708560	PROCESSING	11.4416	\$28.20
BAKER & TAYLOR	INVOICE 2032705846	ADULT BOOKS	11.4211	\$866.18
BAKER & TAYLOR	INVOICE 2032705846	PROCESSING	11.4416	\$55.55
BAKER & TAYLOR	INVOICE 2032698859	ADULT BOOKS	11.4211	\$517.26
BAKER & TAYLOR	INVOICE 2032698859	PROCESSING	11.4416	\$32.60
BAKER & TAYLOR	INVOICE 2032694870	ADULT BOOKS	11.4211	\$1,069.60
BAKER & TAYLOR	INVOICE 2032694870	PROCESSING	11.4416	\$66.25
BAKER & TAYLOR	INVOICE 2032715752	ADULT BOOKS	11.4211	\$603.49
BAKER & TAYLOR	INVOICE 2032715752	PROCESSING	11.4416	\$34.40
BAKER & TAYLOR	INVOICE 2032727294	ADULT BOOKS	11.4211	\$389.61
BAKER & TAYLOR	INVOICE 2032727294	PROCESSING	11.4416	\$29.55
BAKER & TAYLOR	INVOICE 2032720303	ADULT BOOKS	11.4211	\$471.02
BAKER & TAYLOR	INVOICE 2032720303	PROCESSING	11.4416	\$24.10
CARLSON, ALEX	INVOICE 03182017	TRAVEL	11.4134	\$19.26
CENGAGE GALE	INVOICE 60318992	ADULT BOOKS	11.4211	\$20.79
CENGAGE GALE	INVOICE 60313649	ADULT BOOKS	11.4211	\$24.69
COMMUNITY PRODUCTS LLC	INVOICE C744Z	PROGRAMMING	11.4501	\$905.00
DEMCO	INVOICE 6092037	PROCESSING	11.4416	\$560.76
FIRST BANKCARD (WINTRUST)	INVOICE March 2017	SEE ATTACHED	00.0000	\$4,130.14
LA MANTIA ENTERPRISES INC	INVOICE 125016	GROUNDS MAINTENANCE	11.4615	\$1,104.00
MIDWEST TAPE	INVOICE 94854426	ADULT AV	11.4213	\$48.97
MIDWEST TAPE	INVOICE 94854425	ADULT AV	11.4213	\$243.95
MIDWEST TAPE	INVOICE 94874104	ADULT AV	11.4213	\$102.93
MIDWEST TAPE	INVOICE 94874106	ADULT AV	11.4213	\$12.99
MIDWEST TAPE	INVOICE 94874109	ADULT AV	11.4213	\$113.95
MIDWEST TAPE	INVOICE 94874105	ADULT AV	11.4213	\$39.99
MIDWEST TAPE	INVOICE 94874107	ADULT AV	11.4213	\$29.99
MIDWEST TAPE	INVOICE 94874172	YOUTH AV	11.4223	\$12.99
MIDWEST TAPE	INVOICE 94874171	YOUTH AV	11.4223	\$60.98
MIDWEST TAPE	INVOICE 94874173	ADULT AV	11.4213	\$29.99
MIDWEST TAPE	INVOICE 94874108	ADULT AV	11.4213	\$115.98
MIDWEST TAPE	INVOICE 94874103	ADULT AV	11.4213	\$358.92
NEAT KITCHEN & BAR	INVOICE 1101	STAFF APPRECIATION	11.4125	\$504.00
NEWEGG BUSINESS	INVOICE 1300210218	TECHNOLOGY	11.4655	\$83.58
NEWEGG BUSINESS	INVOICE 1300212660	TECHNOLOGY	11.4655	\$1,234.47
NEWEGG BUSINESS	INVOICE 1300210215	TECHNOLOGY	11.4655	\$284.97
PETTY CASH	INVOICE 03282017	SEE ATTACHED	00.0000	\$252.40
SMITH, BRITTANY	INVOICE 03202017	TRAVEL	11.4134	\$29.93
TODAY'S BUSINESS SOLUTIONS INC	INVOICE 4778	TECHNOLOGY	11.4655	\$42.00
			<b>TOTAL</b>	<b>\$25,280.52</b>
<b>TOTAL TO BE ADDED TO THE BILLS PRESENTED ON MARCH 28, 2017</b>				<b>\$25,280.52</b>

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

**Discussion:** None  
**Vote:** All in favor  
**Motion passed**

**7) Treasurers Report**

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

**Discussion:** None

**Vote:** All in favor

**Motion passed**

**8) Bills and Salaries**

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

**Discussion:** None

**Vote:**

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

Nays: None

**Motion passed**

**9) Unfinished Business:** None

**10) New Business:**

**a. Approval of the Resolution of The Board of Library Trustees of The Westmont Public Library Changing The Term Of Office Of Trustees From Six (6) Years To Four (4) Years**

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

**Discussion:** Coen shared a resolution prepared by our attorney and noted a minor change in section 2 to reflect that three, not two, seats will be up for election in 2019. The change in the length of terms would not be effective until 2019. The length of term for the candidate running for the April 4, 2017 election would remain at 6 years.

**Motion:** O'Connor moved to approve the amendment to include the change to section 2, Stern seconded.

**Vote:**

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

Nays: None

**Motion passed**

**Vote:** O'Connor moved to approve the motion as amended, Stern seconded.

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

Nays: None

Absent: None

**Motion passed**

**b. Discussion of the FY18 draft budget**

**Discussion:** Coen presented the second draft of the FY18 budget and explained that changes from the first draft are highlighted on the document. Glenn Liljeberg from VOW was present to answer questions about Village IT services and the possibility of outsourcing the library's IT to the Village. Stern noted that there is an increase on almost every budget line. Pulling money from the facility improvement line allowed for this but continued increases across all budget lines isn't sustainable. O'Connor noted that he thought the draft numbers look good. Martens questioned if the insurance numbers would be available by the next meeting. Coen said yes. Coen will bring all final numbers to the April meeting for Board approval.

**c. Approval of the of the FY18 Final Levy**

**Motion:** O'Connor moved to approve, Carmichael seconded.

**Discussion:** Coen provided the current and historical levy numbers for the library. Stern commented that since there is an increase in the overall levy, it means taxpayers are paying more in property taxes even if it seems on paper that the cost is going down for an average \$300,000 homeowner.

**Vote:**

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

Nays: Stern - 1

**Motion passed**

**d. Approval of the Library Director's FY18 compensation increase of \$4,375 for a total of \$91,875 annual salary**

**Motion:** Martens moved to approve, Carmichael seconded.

**Discussion:** None

**Vote:**

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

Nays: None

**Motion passed**

**11) Adjournment:**

**Motion:** Stern moved to adjourn at 7:31pm, Carmichael seconded.

**Vote:**

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

Nays: None

**Motion passed**

**Respectfully submitted,**

**Elaine Carmichael**

**Westmont Public Library**

**Board of Trustees, Secretary**