



## 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

APRIL 18, 2017

1) **Call to Order**

The meeting was called to order at 7:00 pm by Board President Jason Fichtel on Tuesday, April 18, 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: March 28, 2017

b. Communications log: April 2017

c. Director's report: April 2017

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

**Discussion:** None

**Vote:** All in favor

**Motion passed**

5) **Open Forum:**

a. **Public**

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

**Board**

**Carmichael:** The Chamber/Village community awards event is April 20 at the Oak Brook Hilton. The Rotary Club is selling tickets for the reverse raffle on April 28.

**Delano:** Happy to see the Friends of the Library activities and membership are increasing.

**Stern:** It's been a pleasure serving on the Library Board. Best wishes to staff and Trustees.

**Fichtel:** Thank you to Mark for his time spent serving on the Board and congratulations to Heather on her re-election. Also a belated thank you to staff in honor of National Library Week.

**Director**

**Coen:** Thanks to all Trustees for their time serving on our board. Main floor renovation is scheduled to be complete this week. The masonry project has started and is on schedule. The Village of Westmont is tentatively scheduled to present at our June meeting regarding the Village's Sister City Program.

**Staff**

**Barry:** Reminder that the renovation Open House is on Thursday, April 27 from 6-8pm.

6) **Additions and Deletions**

GENERA+A1:E41L ACCOUNT / CLARENDON HILLS BANK A/C #8590				
RECIPIENT	MEMORANDUM	NOTE	WPL CODE	AMOUNT
AMAZON	MISCELLANEOUS INVOICES	SEE ATTACHED	00.0000	\$3,317.57
AMERICAN LIBRARY ASSOCIATION	INVOICE 2036250 040617	ALA & PLA MEMBERSHIP RENEWALS	11.4132	\$177.00
A. PANZICA ENTERPRISES	INVOICE 765	GENERAL MAINTENANCE	11.4611	\$1,020.00
BAKER & TAYLOR	INVOICE NS17030140	ADULT ELECTRONIC RESOURCE	11.4217	\$1,480.00
BAKER & TAYLOR	INVOICE NS17030140	YOUTH ELECTRONIC RESOURCE	11.4227	\$1,480.00
BAKER & TAYLOR	INVOICE 2032759560	ADULT BOOKS	11.4211	\$907.63
BAKER & TAYLOR	INVOICE 2032759560	PROCESSING	11.4416	\$59.85
BAKER & TAYLOR	INVOICE 2032757825	YOUTH BOOKS	11.4221	\$774.49
BAKER & TAYLOR	INVOICE 2032757825	PROCESSING	11.4416	\$56.35
BAKER & TAYLOR	INVOICE 2032746969	YOUTH BOOKS	11.4221	\$553.66
BAKER & TAYLOR	INVOICE 2032746969	PROCESSING	11.4416	\$48.30
BAKER & TAYLOR	INVOICE 2032764144	YOUTH BOOKS	11.4221	\$418.87
BAKER & TAYLOR	INVOICE 2032764144	PROCESSING	11.4416	\$31.15
BAKER & TAYLOR	INVOICE 2032767706	YOUTH BOOKS	11.4221	\$465.45
BAKER & TAYLOR	INVOICE 2032767706	PROCESSING	11.4416	\$23.50
BAKER & TAYLOR	INVOICE 2032767584	ADULT BOOKS	11.4211	\$622.11
BAKER & TAYLOR	INVOICE 2032767584	PROCESSING	11.4416	\$44.25
BAKER & TAYLOR	INVOICE 2032756156	YOUTH BOOKS	11.4221	\$104.32
BAKER & TAYLOR	INVOICE 5014501944	ADULT BOOKS	11.4211	\$13.77
BAKER TILLY VIRCHOW KRAUSE LLP	INVOICE BT1031747	AUDITING SERVICES - FY16	11.4814	\$975.00
BRODART	INVOICE B4959136	ADULT BOOKS	11.4211	\$43.00
BRODART	INVOICE B4959136	YOUTH BOOKS	11.4221	\$20.83
BRODART	INVOICE B4957165	ADULT BOOKS	11.4211	\$12.16
CENGAGE GALE	INVOICE 60388942	ADULT BOOKS	11.4211	\$17.00
CENGAGE GALE	INVOICE 60398662	ADULT BOOKS	11.4211	\$19.00
CENGAGE GALE	INVOICE 60390059	ADULT BOOKS	11.4211	\$25.34
CENGAGE GALE	INVOICE 60370686	ADULT BOOKS	11.4211	\$17.00
CENGAGE GALE	INVOICE 60422687	ADULT BOOKS	11.4211	\$19.46
CONSTRUCTION CONSULTING & DISPSMT. SVCS.	INVOICE 03	1ST FLOOR REMODEL	70.4862	\$11,717.68
CENTER POINT LARGE PRINT	INVOICE 1459943	ADULT BOOKS	11.4211	\$43.14
DEMCO SOFTWARE	INVOICE 6091594 - FY18	PROGRAMMING	11.4501	\$1,378.00
4IMPRINT	INVOICE 13589370	MARKETING & ADVERTISING	11.4555	\$505.41
FOX VALLEY FIRE & SAFETY	INVOICE IN00075142	FIRE ALARM SYSTEM/SPRINKLERS	11.4611	\$1,250.00
HEARTLAND CABINET SUPPLY	INVOICE 01	1ST FLOOR REMODEL	70.4862	\$4,755.60
HORNIK ENGINEERING	INVOICE 3437	BACKFLOW TESTING - ANNUAL	11.4611	\$480.00
ILLINOIS LIBRARY ASSOCIATION	INVOICE 130632 - FY18	CONFERENCES & TRAINING	11.4131	\$150.00
IMPACT NETWORKING	INVOICE 807759	PHOTOCOPIER & PRINTING	11.4727	\$299.18
LAKESHORE LEARNING	INVOICE 2542230417	PROGRAMMING	11.4501	\$57.49
LEOPARDO COMPANIES INC.	INVOICE 45625	1ST FLOOR REMODEL	70.4862	\$17,268.00
LIMRICC UCGA	INVOICE 04072017	UNEMPLOYMENT INSURANCE	11.4058	\$598.94
LOGSDON OFFICE SUPPLY	INVOICE 0995840-001	CUSTODIAL SUPPLIES	11.4415	\$25.75
MCCLELLAND, EDWARD	INVOICE 04102017 - FY18	PROGRAMMING	11.4501	\$300.00
MIDWEST TAPE	INVOICE 94921630	ADULT AV	11.4213	\$157.95
MIDWEST TAPE	INVOICE 94921631	ADULT AV	11.4213	\$79.98
MIDWEST TAPE	INVOICE 94921632	ADULT AV	11.4213	\$134.97
MIDWEST TAPE	INVOICE 94921635	ADULT AV	11.4213	\$99.97
MIDWEST TAPE	INVOICE 94921633	YOUTH AV	11.4223	\$44.99
MIDWEST TAPE	INVOICE 94921637	YOUTH AV	11.4223	\$69.98
MIDWEST TAPE (HOOPLA)	INVOICE 94914111	ADULT DIGITAL CONTENT	11.4216	\$55.83
MIDWEST TAPE	INVOICE 94943308	YOUTH AV	11.4223	\$25.99
MIDWEST TAPE	INVOICE 94921620	ADULT AV	11.4213	\$450.90
MIDWEST TAPE	INVOICE 94921622	YOUTH AV	11.4223	\$195.92
MIDWEST TAPE	INVOICE 94943308	YOUTH AV	11.4223	\$16.99
MIDWEST TAPE	INVOICE 94943277	ADULT AV	11.4213	\$15.99
MIDWEST TAPE	INVOICE 94921636	ADULT AV	11.4213	\$68.97
MIDWEST TAPE	INVOICE 94921623	ADULT AV	11.4213	\$22.99
MIDWEST TAPE	INVOICE 94921624	ADULT AV	11.4213	\$22.99
MIDWEST TAPE	INVOICE 94921626	ADULT AV	11.4213	\$29.98
MIDWEST TAPE	INVOICE 94921629	ADULT AV	11.4213	\$148.97
MIDWEST TAPE	INVOICE 94921628	ADULT AV	11.4213	\$42.97
MIDWEST TAPE	INVOICE 94921625	ADULT AV	11.4213	\$44.99
MIDWEST TAPE	INVOICE 94921634	ADULT AV	11.4213	\$194.93
MIDWEST TAPE	INVOICE 94943273	YOUTH AV	11.4223	\$325.76
MIDWEST TAPE	INVOICE 94943276	YOUTH AV	11.4223	\$45.98
MIDWEST TAPE	INVOICE 94943279	ADULT AV	11.4213	\$64.98
MIDWEST TAPE	INVOICE 94943278	ADULT AV	11.4213	\$39.99
MIDWEST TAPE	INVOICE 94943303	ADULT AV	11.4213	\$50.97
MIDWEST TAPE	INVOICE 94943302	YOUTH AV	11.4223	\$49.98
MIDWEST TAPE	INVOICE 94943300	ADULT AV	11.4213	\$39.98
MIDWEST TAPE	INVOICE 94943309	YOUTH AV	11.4223	\$542.61
MIDWEST TAPE	INVOICE 94943310	YOUTH AV	11.4223	\$94.94
MIDWEST TAPE	INVOICE 94943305	ADULT AV	11.4213	\$123.95
MIDWEST TAPE	INVOICE 94943275	ADULT AV	11.4213	\$25.99
MIDWEST TAPE	INVOICE 94943304	ADULT AV	11.4213	\$42.98
MIDWEST TAPE	INVOICE 94943301	ADULT AV	11.4213	\$372.91
MIDWEST TAPE	INVOICE 94943306	YOUTH AV	11.4223	\$14.99
NORCOMM PUBLIC SAFETY COMMUNICATIONS	INVOICE 273-100535	FIRE ALARM SYSTEM/EQPT. LEASE	11.4624	\$60.00
OMEGA PLUMBING	INVOICE 1	1ST FLOOR REMODEL	70.4862	\$7,165.44
OVERDRIVE	INVOICE H-0039396	ADULT-ELECTRONIC RESOURCE	11.4217	\$2,000.00
OVERDRIVE	INVOICE H-0039396	YOUTH-ELECTRONIC RESOURCE	11.4227	\$1,000.00
PATHMANN CONSTRUCTION MANAGEMENT INC	INVOICE 104 - A	FACILITY IMPROVEMENTS	11.4616	\$822.00
PATHMANN CONSTRUCTION MANAGEMENT INC	INVOICE 104 - B	1ST FLOOR REMODEL	70.4862	\$9,178.00
PETTY CASH	INVOICE 04182017	SEE ATTACHED	00.0000	\$235.73
PITNEY BOWES - PURCHASE POWER	INVOICE 9932 0417	POSTAGE METER REFILL	11.4451	\$150.00
PRODUCT ARCHITECTURE + DESIGN	INVOICE 1650.111	1ST FLOOR REMODEL	70.4862	\$1,000.00
RECORDED BOOKS	INVOICE 75512687	ADULT AV	11.4213	\$56.00
SANCHEZ, MARIA ANGELICA	INVOICE 04102017	PROGRAMMING	11.4501	\$35.00
SERVICE PLUS INC	INVOICE 15967	1ST FLOOR REMODEL	70.4862	\$7,290.67
SHELFWIZ	INVOICE 3215	ADULT LIBRARY MATERIALS	11.4210	\$68.50
SPARKLES ENTERTAINMENT, INC.	INVOICE 04272017	PROGRAMMING	11.4501	\$250.00
UNIQUE MANAGEMENT SERVICES	INVOICE 442709	COLLECTION AGENCY SERVICES	11.4818	\$53.70
WESTSIDE MECHANICAL	INVOICE 018936	GENERAL MAINTENANCE	11.4611	\$900.00
FIRST BANKCARD (WINTRUST)	INVOICE APRIL 2017	SEE ATTACHED	00.0000	\$4,534.68
			<b>TOTAL</b>	<b>\$90,138.23</b>
<b>TOTAL TO BE ADDED TO THE BILLS PRESENTED ON APRIL 18, 2017 \$90,138.23</b>				

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

**Discussion:** Coen pointed out the addendum includes payments from Special Reserves for construction invoices.

**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:** O'Connor 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 Authorizing FY2018 Public Library Non-resident Card Participation and Fees**

**Motion:** Delano moved to approve the Resolution Authorizing FY18 Public Library Non-resident Card Participation and Fees, O'Connor seconded.

**Discussion:** Coen shared a draft resolution and recommended we continue to use the tax fee method. Stern suggested changing the word "principle" to "principal."

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

**Vote:**

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

Nays: None

**Motion passed**

**b. Approval of library insurance for FY18**

**Motion:** O'Connor moved to approve the library insurance for FY18 with Kamm Insurance Group in the amount of \$11,898, Martens seconded.

**Discussion:** Coen recommended approving Kamm Insurance Group's insurance plans with Hanover/USLI insurance policies. This includes earthquake and flood coverage that the library has typically not elected to purchase in the past. It was discussed and decided to purchase this coverage this year.

**Vote:**

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

Nays: None

**Motion passed**

**c. Approval of a Resolution Approving a Revised Intergovernmental Agreement with the Village of Westmont for Accounting Services**

**Motion:** Stern moved to approve but would like it amended to say "The President of the Board of Library Trustees is authorized and directed to execute this Intergovernmental Agreement on behalf of the Westmont Public Library," Delano seconded.

**Discussion:** Coen explained that the compensation for accounting services will increase from \$525 per month to \$892 per month. Stern pointed out that the agreement will automatically renew until canceled so the Library Board will want to review this annually.

**Vote:**

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

Nays: None

**Motion passed**

**d. Approval of the FY18 budget**

**Motion:** Martens moved to approve the FY18 Budget, O'Connor seconded.

**Discussion:** Coen recommended moving the remaining \$16,430 to the facility upgrades budget line. This money will not be used unless Board approved after the capital outlay review in May. O'Connor pointed out two places where the anticipated percentage spent for FY17 need to be corrected - programs and board/staff development

**Motion:** Martens amended the motion to approve the Budget as presented with \$16,430 in the facility improvement budget line, O'Connor seconded.

**Vote:**

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

Nays: None

**Motion passed**

**e. Discussion of vacant Trustee appointment application and process**

**Discussion:** Coen shared the application, press release, and questions that were used during the past appointment process with minor updates. On the press release, Stern suggested saying the Library Board is responsible for "providing fiscal and facility oversight" instead of "fiscal and physical oversight." The Board agreed that applications should be due by May 9 for review at the May 16 meeting. Booth suggested letting candidates know the potential dates for interviews will be May 23 and 25.

**f. Approval of Reference Service Policy**

**Motion:** Stern moved to approve the Reference Service Policy, Martens seconded.

**Discussion:** Stern reported that the committee recommends the Board approve the policy with some minor grammatical amendments.

**Vote:**

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

Nays: None

**Motion passed**

**g. Approval of Interlibrary Loan Service Policy**

**Motion:** Stern moved to approve the Interlibrary Loan Service Policy, Delano seconded.

**Discussion:** Stern reported that the committee recommends the Board approve the policy with some minor grammatical amendments.

**Vote:**

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

Nays: None

**Motion passed**

**h. Approval of the Collection Development Policy**

**Motion:** Stern moved to approve the Collection Development Policy, Carmichael seconded.

**Discussion:** Coen recommended to the committee to include a statement to inform the public that all "Request for Reconsideration of Library Material" forms filed with the library become public record subject to disclosure under the Freedom of Information Act. Stern reported that the committee recommends the Board approve the policy with some minor grammatical amendments.

**Vote:**

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

Nays: None

**Motion passed**

**11) Executive Session: None**

**12) Adjournment**

**Motion:** Martens moved to adjourn at 7:58 pm, 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**