



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 JULY 18, 2017

1) Call to Order

The meeting was called to order at 7:00pm by Board President Jason Fichtel on Tuesday, July 18, 2017 at the Westmont Public Library.

2) Roll Call

Present: Trustee Heather Booth, Trustee Elaine Carmichael, Secretary Annie Delano, Vice President John Martens, Treasurer Kerry O'Connor, Trustee Rajesh Parikh, 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: June 20, 2017
- b. Minutes of the special Board meeting: June 29, 2017
- c. Communications log: July 2017
- d. Director's report: July 2017

Motion: Martens moved to approve the consent agenda and minutes as amended, Delano seconded.

Discussion: None

Vote: All in favor

Motion passed

5) Open Forum:

a. Public

Cindy Westra, Village of Westmont Accountant, present to answer questions.

b. Board

Booth: Continues to enjoy summer programs with her family.

Martens: Enjoyed Spencer Parker's presentation at the joint Board meeting. He suggested using the presentation for Trustee training purposes and said he would like a copy.

Carmichael: Thanks to everyone who helped at the Taste of Westmont. She enjoyed learning more about Makery services.

Delano: Her children continue to enjoy summer programs.

Parikh: Thank you for the appointment to the Library Board.

c. Director

Coen: Tomorrow evening PRC will hold a "meet and greet" at the library from 5:30-7:00pm to introduce their new Executive Director. The bollard in the parking lot with the caution tape will be repaired. She has received several compliments about Village IT staff. The transition of services has gone smoothly.

d. Staff

Smith: Enjoyed working at the Taste and thought the library booth was very well received. Susanna shared a compliment from a neighboring librarian about our Makery activities.

6) Additions and Deletions

GENERA+A1:E41L ACCOUNT / CLARENDON HILLS BANK A/C #8590				
RECIPIENT	MEMORANDUM/INVOICE	NOTE	WPL CODE	AMOUNT
ALL CUSTOM GLASS	4265 - FY17	1ST FLOOR REDESIGN	70.4862	\$1,692.00
AMAZON	MISCELLANEOUS INVOICES	SEE ATTACHED	00.0000	\$1,406.90
APPLE BOOKS	70034	YOUTH BOOKS	11.4221	\$356.45
BAKER & TAYLOR	2032986668	ADULT BOOKS	11.4211	\$621.16
BAKER & TAYLOR	2032986668	PROCESSING	11.4416	\$46.10
BAKER & TAYLOR	2032985778	ADULT BOOKS	11.4211	\$301.95
BAKER & TAYLOR	2032985778	PROCESSING	11.4416	\$32.70
BAKER & TAYLOR	2032981331	ADULT BOOKS	11.4211	\$430.70
BAKER & TAYLOR	2032981331	PROCESSING	11.4416	\$34.55
BAKER & TAYLOR	2032986507	YOUTH BOOKS	11.4221	\$468.75
BAKER & TAYLOR	2032986507	PROCESSING	11.4416	\$37.85
BAKER & TAYLOR	5014619470	ADULT BOOKS	11.4211	\$98.28
CENTER POINT LARGE PRINT	1485730	ADULT BOOKS	11.4211	\$44.34
CONSTRUCTION CONSULTING & DISBURSMENT SVCS	INVOICE 6 - FY17	1ST FLOOR REDESIGN	70.4862	\$733.91
CRITICAL TECHNOLOGY SOLUTIONS	3155992	CONSULTING - IT	11.4812	\$3,350.00
DEMCO	6162766	PROCESSING	11.4416	\$658.15
FIRST BANKCARD (WINTRUST)	JULY 2017	SEE ATTACHED	00.0000	\$2,528.05
GALE/CENGAGE LEARNING	60840743	ADULT BOOKS	11.4211	\$49.38
LESLIE GODDARD	08302017	PROGRAMMING - ADULT	11.4501	\$275.00
ILLINOIS LIBRARY ASSOCIATION	134884	PROFESSIONAL MEMBERSHIP	11.4132	\$150.00
IMPACT NETWORKING	866397	PHOTOCOPIER & PRINTING	11.4727	\$299.18
LINKEDIN CORPORATION	10110201243	ELECTRONIC RESOURCE - ADULT	11.4217	\$4,500.00
MIDWEST TAPE	95200180	ADULT AV	11.4213	\$41.98
MIDWEST TAPE	95203034	ADULT AV	11.4213	\$188.91
MIDWEST TAPE	95217318	ADULT AV	11.4213	\$181.92
MIDWEST TAPE	95217316	ADULT AV	11.4213	\$572.74
MIDWEST TAPE	95217350	YOUTH AV	11.4223	\$119.93
MIDWEST TAPE	95217319	ADULT AV	11.4213	\$24.99
MIDWEST TAPE	95215316	ADULT AV	11.4213	\$28.98
MIDWEST TAPE	95215315	ADULT AV	11.4213	\$177.88
MIDWEST TAPE	95215314	YOUTH AV	11.4223	\$15.99
MIDWEST TAPE	95215312	YOUTH AV	11.4223	\$286.85
NORCOMM PUBLIC SAFETY COMMUNICATIONS	273-103612	FIRE ALARM SYSTEM	11.4624	\$60.00
ON TIME LABEL	20090	PROCESSING	11.4416	\$147.00
ORIENTAL TRADING	684548363-01	MARKETING & ADVERTISING	11.4555	\$89.97
PETTY CASH	07182017	SEE ATTACHED	00.0000	\$93.25
PITNEY BOWES	3101406369	POSTAGE METER LEASE	11.4451	\$60.00
RAILS	4386	ELECTRONIC RESOURCE - ADULT	11.4217	\$7,387.00
RAILS	4386	ELECTRONIC RESOURCE - YOUTH	11.4227	\$2,462.00
JACK SCHULTZ	06262017	TRAVEL	11.4134	\$44.40
UNIQUE MANAGEMENT SERVICES	446999	COLLECTION AGENCY SERVICES	11.4818	\$62.65
UNIVERSITY OF ILLINOIS EXTENSION	08092017	PROGRAMMING - ADULT	11.4501	\$100.00
JUSTIN WILLIAMS	06232017	TRAVEL	11.4134	\$60.87
WIRED ON WAVERLY	07272017	PROGRAMMING - ADULT	11.4501	\$200.00
			TOTAL	\$30,522.71
TOTAL TO BE ADDED TO THE BILLS PRESENTED ON JULY \$30,522.71				

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: O'Connor moved to file the Treasurer's Report for audit, Martens 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, Parikh and Fichtel – 7

Nays: None

Motion passed

9) Unfinished Business: None

10) New Business:

a. Approval of days closed for 2018 calendar year

Motion: Delano moved to approve the dates as presented, O'Connor seconded.

Discussion: Coen told the Board that the annual staff in-service would be held on January 26, 2018.

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

Nays: None

Motion passed

b. Approval of the Exhibits and Displays Policy

Motion: O'Connor moved to approve the Exhibits and Display Policy, Booth seconded.

Discussion: Booth reported on some minor grammatical changes. The Committee recommends the Board approve the Policy as presented.

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

Nays: None

Motion passed

c. Approval of the Makery Collection Policy

Motion: Booth moved to approve the Makery Collection Policy, Carmichael seconded.

Discussion: Booth reported on some minor grammatical changes. The Committee recommends the Board approve the Policy as presented. This will allow all SWAN library cardholders in good standing to use Makery services. The Committee suggested revisiting the policy in a year after usage data was collected.

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

Nays: None

Motion passed

d. Approval of the Disposal of Surplus Property Policy

Motion: Booth moved to approve the Disposal of Surplus Property, Parikh seconded.

Discussion: Booth reported that the only change is to clarify that our corporate authority is the Village of Westmont. The Committee recommends the Board approve the Policy as presented.

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

Nays: None

Absent: None

Motion passed

e. Approval of the Personnel Handbook review proposal by Management Association of Illinois for \$1,500

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

Discussion: Booth reported that the person who will review the handbook is the Chief Legal Counsel at the Management Association. The cost for this review is included in the FY18 budget.

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

Nays: None

Motion passed

f. Discussion of the potential study room and makerspace renovation

Coen reported that she met with the architect and project manager to discuss the possibility of creating a Makerspace. This will only be possible if it is within the budget for the next phase, and still allows us to increase the number of study rooms.

11) Executive Session

Martens moved to go into Executive Session at 7:22pm for the purpose of “reviewing minutes of all closed meetings to determine and report in open session that the need for confidentiality still exists as to all or part of those minutes or that the minutes or portions thereof no longer require confidential treatment and are available for public inspection” in accordance with 5 ILCS 120/2”, Carmichael seconded.

Discussion: None

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

Nays: None

Motion passed

12) Resume Open Session

Regular meeting was called back into open session at 7:29pm by Board President Jason Fichtel.

Roll Call

Present: Trustee Heather Booth, Trustee Elaine Carmichael, Secretary Annie Delano, Vice President John Martens, Treasurer Kerry O'Connor, Trustee Rajesh Parikh, and President Jason Fichtel

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

Discussion: Fichtel reported that the Board has decided not to open any executive session minutes.

13) New business (continued)

g. Approval of the destruction of executive session recordings for July 21, 2015, August 8, 2015, November 10, 2015, and November 17, 2015.

Motion: Martens moved to approve destruction of recordings for July 21, 2015, November 10, 2015, and November 17, 2015, Booth seconded. Minutes for August 8, 2015 will be revisited as they should have been listed as August 18, 2015.

Discussion: None

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

Nays: None

Motion passed

14) Adjournment:

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

All in favor

Motion passed

Respectfully submitted,

Annie Delano

Westmont Public Library

Board of Trustees, Secretary