



## 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 AUGUST 15, 2017

#### 1) Call to Order

The meeting was called to order at 7:01pm by Board President Jason Fichtel on Tuesday, August 15, 2017 at the Westmont Public Library.

#### 2) Roll Call

**Present:** Trustee Heather Booth, Secretary Annie Delano, Treasurer Kerry O'Connor, Trustee Rajesh Parikh, and President Jason Fichtel

**Absent:** Trustee Elaine Carmichael and Vice President John Martens

**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: July 18, 2017
- b. Minutes of the bylaws and policy committee meeting: July 18, 2017
- c. Communications log: July 2017
- d. Director's report: July 2017

**Motion:** O'Connor moved to approve the consent agenda and minutes, Delano seconded.

**Discussion:** Delano remarked on the general procedure of preparing minutes when she isn't present at the meeting.

**Vote:** All in favor

**Motion passed**

#### 5) Open Forum:

##### a. Public

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

##### b. Board

**Parikh:** Attended the FOL meeting on August 1. Would like to recognize Margot Ashworth who was one of the founding members of the Friend's group.

##### c. Director

**Coen:** As of this evening 546 people signed up for fall programs after program registration opened up at 10am today.

d. Staff

Barry: Looking forward to viewing the solar eclipse on Monday, August 21.

6) Additions and Deletions

| GENERA+A1:E41L ACCOUNT / CLARENDON HILLS BANK A/C #8590                        |                        |                               |              |                    |
|--------------------------------------------------------------------------------|------------------------|-------------------------------|--------------|--------------------|
| RECIPIENT                                                                      | MEMORANDUM/INVOICE     | NOTE                          | WPL CODE     | AMOUNT             |
| AMAZON                                                                         | MISCELLANEOUS INVOICES | SEE ATTACHED                  | 00.0000      | \$2,587.52         |
| BAKER & TAYLOR                                                                 | 2033046670             | ADULT BOOKS                   | 11.4211      | \$511.84           |
| BAKER & TAYLOR                                                                 | 2033045670             | PROCESSING                    | 11.4416      | \$28.40            |
| BAKER & TAYLOR                                                                 | 2033040321             | ADULT BOOKS                   | 11.4211      | \$295.05           |
| BAKER & TAYLOR                                                                 | 2033040321             | PROCESSING                    | 11.4416      | \$17.05            |
| BAKER & TAYLOR                                                                 | 2033047671             | YOUTH BOOKS                   | 11.4221      | \$324.82           |
| BAKER & TAYLOR                                                                 | 2033047671             | PROCESSING                    | 11.4416      | \$15.05            |
| CENGAGE LEARNING                                                               | 60964925               | ADULT BOOKS                   | 11.4211      | \$19.46            |
| CENTER POINT LARGE PRINT                                                       | 1494096                | ADULT BOOKS                   | 11.4211      | \$44.34            |
| CHICAGO PROJECT MANAGEMENT                                                     | 08012017               | TUCK POINTING & BRICK REPAIRS | 70.4814      | \$400.00           |
| ELIZABETH RANDALL                                                              | 09132017               | PROGRAMMING - ADULT           | 11.4501      | \$275.00           |
| FIRST BANKCARD (WINTRUST)                                                      | AUGUST 2017            | SEE ATTACHED                  | 00.0000      | \$382.63           |
| FOX LANDSCAPING                                                                | 07312017               | GROUNDS MAINTENANCE           | 11.4615      | \$1,114.28         |
| GREY HOUSE PUBLISHING                                                          | 936476                 | ADULT BOOKS                   | 11.4211      | \$148.60           |
| IMPACT NETWORKING LLC                                                          | 885970                 | PHOTOCOPIER & PRINTING        | 11.4727      | \$299.18           |
| LOGSDON OFFICE SUPPLY                                                          | 1004205-001            | CUSTODIAL SUPPLIES            | 11.4415      | \$41.19            |
| LOGSDON OFFICE SUPPLY                                                          | 1004205-001            | OFFICE SUPPLIES               | 11.4411      | \$14.69            |
| MANAGEMENT ASSOCIATION OF ILLINOIS                                             | 5633                   | CONSULTING                    | 11.4812      | \$1,500.00         |
| MIDWEST TAPE                                                                   | 95273373               | YOUTH AV                      | 11.4223      | \$239.86           |
| MIDWEST TAPE                                                                   | 95273374               | ADULT AV                      | 11.4213      | \$38.98            |
| MIDWEST TAPE                                                                   | 95273372               | ADULT AV                      | 11.4213      | \$15.99            |
| MIDWEST TAPE                                                                   | 95273370               | ADULT AV                      | 11.4213      | \$34.99            |
| MIDWEST TAPE                                                                   | 95273309               | ADULT AV                      | 11.4213      | \$155.92           |
| MIDWEST TAPE                                                                   | 95273371               | YOUTH AV                      | 11.4223      | \$19.99            |
| MIDWEST TAPE                                                                   | 95273307               | ADULT AV                      | 11.4213      | \$14.99            |
| MIDWEST TAPE                                                                   | 95273308               | ADULT AV                      | 11.4213      | \$14.99            |
| MIDWEST TAPE                                                                   | 95273305               | ADULT AV                      | 11.4213      | \$68.97            |
| NOTARY EXPRESS INC                                                             | 09232017               | PROFESSIONAL MEMBERSHIPS      | 11.4132      | \$59.99            |
| PENGUIN RANDOM HOUSE LLC                                                       | 1083322125             | ADULT BOOKS                   | 11.4211      | \$21.75            |
| PETTY CASH                                                                     | 08152017               | SEE ATTACHED                  | 00.0000      | \$425.89           |
| PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC                                     | 3101467071             | POSTAGE METER LEASE           | 11.4451      | \$60.00            |
| TODAY'S BUSINESS SOLUTIONS INC                                                 | 7109                   | TECHNOLOGY                    | 11.4655      | \$3,822.72         |
| UNIQUE MANAGEMENT SERVICES                                                     | 448439                 | COLLECTION AGENCY SERVICES    | 11.4818      | \$71.60            |
| WESTSIDE MECHANICAL                                                            | C003062                | HVAC - PM 2ND QUARTER         | 11.4621      | \$1,350.00         |
|                                                                                |                        |                               | <b>TOTAL</b> | <b>\$14,435.73</b> |
| <b>TOTAL TO BE ADDED TO THE BILLS PRESENTED ON AUGUST 15, 2017 \$14,435.73</b> |                        |                               |              |                    |

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

**Discussion:** None

**Vote:** All in favor

**Motion passed**

7) Treasurers Report

**Motion:** O'Connor 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, Parikh seconded.

**Discussion:** None

**Vote:**

Ayes: Booth, Delano, O'Connor, Parikh, and Fichtel – 5

Nays: None

Absent: Carmichael and Martens

**Motion passed**

9) **Unfinished Business:** None

10) **New Business:**

a. **Approval of the Purchasing Policy**

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

**Discussion:** Committee recommended the board approve as presented with minor changes to the language.

**Vote:**

Ayes: Booth, Delano, O'Connor, Parikh, and Fichtel – 5

Nays: None

Absent: Carmichael and Martens

**Motion passed**

b. **Approval of the proposal from Chicago Project Management for \$1,500 from special reserves for the enclosure replacement project**

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

**Discussion:** Coen explained that Dan Ruzic of CPM was the project manager for the masonry project on the entry plaza. His proposal includes getting budgetary quotes for demo, quotes for a fence enclosure, and for moving the HVAC electrical panel the chiller yard. The work will commence in 2018. Booth asked if the structure is safe enough to make it through the winter. Coen stated she had this discussion with Dan and a masonry vendor who was onsite. She will confirm that it is still deemed to be safe through the winter and report back.

**Vote:** Ayes: Booth, Delano, O'Connor, Parikh, and Fichtel – 5

Nays: None

Absent: Carmichael and Martens

**Motion passed**

c. **Review and discussion of the FY18 Per Capita Grant requirements**

**Discussion:** Coen explained that staff were working on the checklist included in the Safety chapter of "Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014." Trustees will review chapters 1-5 of the "Trustee Facts on File," complete at least one free online education opportunity focusing on safety in the library and, lastly, familiarize themselves with services provided by the Illinois State Library Literacy program. The Board agreed that reporting back on the Per Capita Grant requirements will be done at the November 21, 2017 Board meeting.

d. **Approval to change committee meeting dates for the remainder of 2017**

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

**Discussion:** Coen proposed that the two upcoming committee meetings are moved up by one month. The Bylaws & Policy meeting would be in September (originally October) and the Finance Committee meeting would be in October (originally November). Moving the committee schedules will allow us to continue progress on the Personnel Policy. It will also help to move the Finance meeting from November to October for scheduling purposes. The Management Association has submitted the first revision of the Personnel Policy so it is ready to be discussed at the next Bylaws and Policy meeting on September 19.

**Vote:** Ayes: Booth, Delano, O'Connor, Parikh, and Fichtel – 5

Nays: None

Absent: Carmichael and Martens

**Motion passed**

**e. Approval of the destruction of the executive session recording for August 18, 2015**

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

**Discussion:** Coen explained that is on this month's agenda due to the typo on the August agenda that said August 8 instead of August 18.

**Vote:** Ayes: Booth, Delano, O'Connor, Parikh, and Fichtel – 5

Nays: None

Absent: Carmichael and Martens

**Motion passed**

**11) Executive Session: None**

**12) Adjournment:**

**Motion:** O'Connor moved to adjourn at 7:19pm, Parikh seconded.

**All in favor**

**Motion passed**

**Respectfully submitted,**

**Annie Delano**

**Westmont Public Library**

**Board of Trustees, Secretary**