



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 SEPTEMBER 19, 2017

1) Call to Order

The meeting was called to order at 7:04pm by Board President Jason Fichtel on Tuesday, September 19, 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

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: August 15, 2017
- b. Minutes of the finance committee meeting: August 15, 2017
- c. Communications log: September 2017
- d. Director's report: September 2017

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

Discussion: Fichtel said it was good to see the increases in library usage and circulation stats noted in the Director's report.

Vote: All in favor

Motion passed

5) Open Forum:

a. Public

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

b. Board

Carmichael: There is a Chamber Open House at McGrath's Lexus on September 20 at 5pm.

Delano: Congratulations to library staff on the increase in summer read participation.

Martens: Thank you for the get well card and well wishes.

O'Connor: Enjoyed participating in the luge event.

Parikh: Thank you to the library for the solar eclipse glasses.

c. Director

Coen: Friends are having a fundraising event on October 12 at Woodgrain. Twenty percent of sales will be donated to the Friends Group if they are mentioned while ordering.

d. Staff

Smith: Alex will be posting the GoPro footage from the luge event. A new associate will be joining the circulation team who brings experience from the Woodridge Public Library.

6) Additions and Deletions

GENERAL OPERATING ACCOUNT / CLARENDON HILLS BANK A/C #8590				
RECIPIENT	MEMORANDUM/INVOICE	NOTE	WPL CODE	AMOUNT
AMAZON	MISCELLANEOUS INVOICES	SEE ATTACHED	00.0000	\$3,437.34
BAKER & TAYLOR	2033118983	YOUTH - BOOKS	11.4221	\$589.90
BAKER & TAYLOR	2033118983	PROCESSING	11.4416	\$48.50
BAKER & TAYLOR	2033115399	ADULT - BOOKS	11.4211	\$686.50
BAKER & TAYLOR	2033115399	PROCESSING	11.4416	\$41.85
BAKER & TAYLOR	2033121918	ADULT - BOOKS	11.4211	\$425.98
BAKER & TAYLOR	2033121918	PROCESSING	11.4416	\$26.90
BRODART	B5100435	ADULT - BOOKS	11.4211	\$48.29
FCT TECHNOLOGY SOLUTIONS LLC	INV1093	TECHNOLOGY CONSULTING	11.4656	\$247.50
FARONICS TECHNOLOGIES USA, INC.	INUS0172910	TECHNOLOGY	11.4655	\$1,007.85
FIRST BANKCARD (WINTRUST)	SEPTEMBER 2017	SEE ATTACHED	00.0000	\$3,868.50
GALE/CENGAGE LEARNING	61541587	ADULT - BOOKS	11.4211	\$19.46
GALE/CENGAGE LEARNING	61584088	ADULT - BOOKS	11.4211	\$150.09
GONZALEZ, BIANCA	3.1404E+13	RBP/ILL - LOST & PAID	11.4232	\$19.99
ILLINOIS LIBRARY ASSOCIATION	137970 - A. PEREZ	CONFERENCES & TRAINING	11.4131	\$150.00
ILLINOIS LIBRARY ASSOCIATION	137969 - B. SMITH	CONFERENCES & TRAINING	11.4131	\$200.00
ILLINOIS LIBRARY ASSOCIATION	137968 - J. COEN	CONFERENCES & TRAINING	11.4131	\$150.00
LOGSDON OFFICE SUPPLY	1006550-001	CUSTODIAL SUPPLIES	11.4415	\$83.10
MIDWEST TAPE	95372726	YOUTH - AV	11.4223	\$17.84
MONOPRICE, INC.	16511302	TECHNOLOGY	11.4655	\$155.59
NICOR GAS	INVOICE 79848900001 0917	NATURAL GAS	11.4631	\$110.52
PETTY CASH	09192017	SEE ATTACHED	00.0000	\$466.57
RECORDED BOOKS, INC.	75590393	ADULT - DIGITAL CONTENT	11.4216	\$87.20
SMITH, BRITTANY	09112017	TRAVEL	11.4134	\$15.30
SMITH, BRITTANY	09082017	TRAVEL	11.4134	\$30.00
UNIQUE MANAGEMENT SERVICES, INC.	449877	COLLECTION SERVICES	11.4818	\$44.75
			TOTAL	\$12,129.52
TOTAL TO BE ADDED TO THE BILLS PRESENTED ON SEPTEMBER 19, 2017 \$12,129.52				

Motion: Booth 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, Carmichael seconded.

Discussion: None

Vote: All in favor

Motion passed

8) Bills and Salaries

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

Discussion: None

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

Nays: None

Absent: None

Motion passed

9) Unfinished Business: None

10) New Business:

a. Approval of the transfer of FY17 surplus funds to the special reserves fund for an amount of \$90,466

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

Discussion: Coen explained that the FY17 Draft audit is complete and the detail page included in the packet provides the unassigned fund balance. Per the Fund Balance Policy, we keep 30% of the next fiscal year's expenditure budget in the general fund. That means \$90,466 should be transferred to special reserves. Coen will provide details on what amounts were underspent from the FY17 budget at the next finance policy committee meeting in October.

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

Nays: None

Absent: None

Motion passed

b. Discussion of Emergency Manual and Disaster Plan

Discussion:

Coen explained this was crafted based on best practice and that the information will be put in a flip chart format for service desks and other areas throughout the library. Staff will also be receiving more training on safety during emergency situations and first aid.

c. Discussion of legislative updates related to Illinois public libraries

Discussion:

Coen shared information on four new public acts recently signed into law. They relate to the levy timeline, bid requirements, prevailing wage posting requirements, and non-binding referenda questions on ballots.

11) Executive Session

None

12) Adjournment:

Motion: O'Connor moved to adjourn at 7:26pm, Martens seconded.

Vote: All in favor

Motion passed

Respectfully submitted,

Annie Delano
Westmont Public Library
Board of Trustees, Secretary