



## WESTMONT PUBLIC LIBRARY

428 N Cass Ave, Westmont, IL 60559  
630 969 5625  
westmontlibrary.org

Providing the community with the keys to lifelong learning.

### FINANCE COMMITTEE MEETING

OCTOBER 17, 2017

#### MINUTES

##### 1) Call to Order

The meeting was called to order at 6:04pm by Committee Chair Kerry O'Connor on Tuesday, October 17, 2017 at the Westmont Public Library.

##### 2) Roll Call

Present: Trustee Heather Booth, Trustee John Martens, Committee Chair Kerry O'Connor

Absent: Trustee Annie Delano

Also Present: Trustee Elaine Carmichael and Board President Jason Fichtel

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

##### 3) Pledge of Allegiance

##### 4) Open Forum:

- a. **Public in attendance:** Ruth Olsson, Assistant Finance Director Village of Westmont and Glen Liljeberg, IT Director Village of Westmont.
- b. **Board:** none
- c. **Director:** none
- d. **Staff:** none

##### 5) New Business:

###### a. Review and recommend The Schedule of Fines and Fees for calendar year 2018

Coen presented a draft schedule with recommended changes for 2018. Recommended changes include: allowing patrons with overdue fines exceeding \$10 to purchase a guest pass to use the computers, accepting replacement copies for lost or damaged materials from WPL patrons for WPL materials, allowing patrons to purchase makery supplies. Coen to re-write point B to be more clear. The collection agency fees were outlined in a separate report. O'Connor noted the expense vs revenue for using a collection agency, and the overall loss of money. Smith will look at the numbers again and investigate the possibility of changing thresholds that trigger collection services. Smith to pull data and report back.

###### b. Review and discuss the surplus report for FY17

Coen reviewed the notes in her surplus report.

###### c. Review and discuss capital outlay report and Special Reserve balance

Coen suggested including facility improvement numbers in future capital plan projections so those estimates are included for planning purposes. The remaining first floor renovation plans are the carpeting project and the study room projects. Coen

recommended revisiting how to fund those projects after the chiller yard is repaired. A revised plan will be revisited during budget discussions.

**d. Recommend the next finance committee agenda for February 2018**

The next finance committee meeting agenda will include the FY19 draft budget.

**6) Adjournment:**

**Motion:** Martens moved to adjourn at 6:36pm, Booth seconded.

**Vote:** All in favor

**Motion passed**

**Respectfully submitted,**

**Annie Delano**

**Westmont Public Library, Board of Trustees, Secretary**