



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 OCTOBER 17, 2017

1) Call to Order

The meeting was called to order at 7:00pm by Board President Jason Fichtel on Tuesday, October 17, 2017 at the Westmont Public Library.

2) Roll Call

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

Absent: Secretary Annie Delano and Trustee Rajesh Parikh

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: September 19, 2017
- b. Minutes of the bylaws and policy committee meeting: September 19, 2017
- c. Communications log: October 2017
- d. Director's report: October 2017

Motion: Martens moved to approve the consent agenda and minutes, Carmichael seconded.

Discussion: None

Vote: All in favor

Motion passed

5) Open Forum:

a. Public

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

Glen Liljeberg, IT Director Village of Westmont, reported that 74 IT tickets have been submitted since the IT IGA was approved. Of those, 69 have been resolved and 5 are currently open. The IT staff have also separated the public and staff WiFi networks.

b. Board

O'Connor: Sorry to hear Jack is leaving WPL.

Carmichael: Likes the artwork Kerry Barnett created for the Wicked West Fest logo.

Booth: Attended the ILA conference and heard from a colleague that Brittany's speaking event was very well attended. Enjoyed the session on the 'one page' strategic plan.

c. Director

Coen: 2017 State of the Village address will be on November 3 and Smith will attend in her absence. The event will be recorded for those interested in viewing. Enjoyed sessions at the ILA conference on advocacy. Attended a meeting at SWAN this morning where membership fees were discussed. Coen to keep everyone up-to-date on anticipated changes.

d. Staff

Smith: Check out the library's scarecrow in downtown Westmont and remember to vote. Also attended ILA and enjoyed sessions on marketing and communication.

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	\$2,179.03
BAKER & TAYLOR	2033195505	YOUTH - BOOKS	11.4221	\$249.78
BAKER & TAYLOR	2033195505	PROCESSING	11.4416	\$16.90
BAKER & TAYLOR	2033182062	ADULT - BOOKS	11.4211	\$542.93
BAKER & TAYLOR	2033182062	PROCESSING	11.4416	\$55.00
BAKER & TAYLOR	2033210645	YOUTH -PROGRAMMING	11.4502	\$348.73
BAKER & TAYLOR	2033210645	ADULT - PROGRAMMING	11.4501	\$348.74
BALDWIN, ANNETTE	11152017	ADULT - PROGRAMMING	11.4501	\$275.00
BRODART	85122447	ADULT - BOOKS	11.4211	\$8.77
CAREER BUILDER EMPLOYMENT SCREENING, LLC	AUR1041256	CONSULTING	11.4812	\$30.00
CENTER POINT LARGE PRINT	1513837	ADULT - BOOKS	11.4211	\$44.34
COSTUME SPECIALISTS	SH7080	YOUTH - PROGRAMMING	11.4502	\$140.00
FIRST BANKCARD (WINTRUST)	OCTOBER 2017	SEE ATTACHED	00.0000	\$1,072.62
FLOW-TECHNICS, INC	INV000006084	MISC. REPAIRS & INSPECTIONS	11.4629	\$875.00
HIGGINS, CARMEN	10072017	TRAVEL	11.4134	\$7.60
IMPACT NETWORKING	932730	PHOTOCOPIER & PRINTING	11.4727	\$299.18
LOGSDON OFFICE SUPPLY	1008382-001	OFFICE SUPPLIES	11.4411	\$6.69
LOGSDON OFFICE SUPPLY	1008382-001	CUSTODIAL SUPPLIES	11.4415	\$40.90
LOGSDON OFFICE SUPPLY	1008382-001	PHOTOCOPIER & PRINTING	11.4427	\$159.75
MIDWEST TAPE	95458196	ADULT - AV	11.4213	\$34.99
MIDWEST TAPE	95458196	PROCESSING	11.4416	\$0.85
MIDWEST TAPE	95458190	ADULT - AV	11.4213	\$139.95
MIDWEST TAPE	95458190	PROCESSING	11.4416	\$3.40
MIDWEST TAPE	95458193	ADULT - AV	11.4213	\$60.97
MIDWEST TAPE	95458193	PROCESSING	11.4416	\$2.55
MIDWEST TAPE	95458194	ADULT - AV	11.4213	\$95.96
MIDWEST TAPE	95458194	PROCESSING	11.4416	\$3.40
MIDWEST TAPE	95458191	ADULT - AV	11.4213	\$474.84
MIDWEST TAPE	95458191	PROCESSING	11.4416	\$10.20
MIDWEST TAPE	95458195	YOUTH - AV	11.4223	\$9.99
MIDWEST TAPE	95458195	PROCESSING	11.4416	\$0.85
NICOR GAS	79848900001 1017	NATURAL GAS	11.4631	\$106.34
NORCOMM PUBLIC SAFETY	273-106695	FIRE ALARM SYSTEM	11.4624	\$60.00
PENGUIN RANDOM HOUSE	1084476872	ADULT - AV	11.4213	\$30.00
PEREZ, ALEA	10102017	TRAVEL	11.4134	\$28.35
PETTY CASH	10172017	SEE ATTACHED	00.0000	\$285.66
PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	3101643786	POSTAGE METER LEASE	11.4451	\$60.00
PITNEY BOWES PURCHASE POWER	9932 0917	POSTAGE METER RE-FILL	11.4451	\$150.00
RECORDED BOOKS, INC.	75583568	ADULT - AV	11.4213	\$73.00
RECORDED BOOKS, INC.	75577080	ADULT - AV	11.4213	\$381.60
RECORDED BOOKS, INC.	75600451	ADULT - DIGITAL CONTENT	11.4216	\$56.00
UNIQUE MANAGEMENT SERVICES, INC.	451306	COLLECTION SERVICES	11.4818	\$35.80
USA FIRE PROTECTION, INC	R-090311	FIRST FLOOR REMODEL	70.4862	\$326.00
			TOTAL	\$9,131.66
TOTAL TO BE ADDED TO THE BILLS PRESENTED ON OCTOBER 17, 2017 \$9,131.66				

Motion: Martens 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, Martens seconded.

Discussion: None

Vote: All in favor

Motion passed

8) **Bills and Salaries**

Motion: O'Connor moved to approve the Bills and Salaries Report, Booth seconded.

Discussion: None

Vote: Ayes: Booth, Carmichael, Martens, O'Connor, and Fichtel – 5

Nays: None

Absent: Delano and Parikh

Motion passed

9) **Unfinished Business:** None

10) **New Business:**

a. **Board to consider a motion to approve the 2017 levy resolution for FY19**

Motion: Martens moved to approve, Carmichael seconded.

Discussion: Coen explained that this the first step in the levy process. The Board approves an initial request amount this evening and when the final numbers from the County are available in March, the Board, with a draft budget, approve the final levy amount. The initial request should capture 2.1% CPI plus new growth, which is unknown at this time. O'Connor questioned what the process is if we ask for more than 4.9% under PTELL. Finance Parker outlined the public hearing and public notice requirements. Fichtel stated that in order to capture the maximum potential increase, he supports an amount of \$1,927,170 for the initial levy request. This is a 4.9% increase over last year. The Trustees agreed on \$1,927,170. Coen stated that once approved it will go to the Village to be incorporated into the aggregate levy request. Coen will be present at the December Village Board meeting when this item is on the agenda for approval.

Vote: Ayes: Booth, Carmichael, Martens, O'Connor, and Fichtel – 5

Nays: None

Absent: Delano and Parikh

Motion passed

b. **Board to consider a motion to approve a 48 month copier agreement with Konica Minolta for an annual cost of \$5,845.50 and a total cost of \$23,382**

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

Discussion: Due to the need for new copiers, staff recommend the Board approve the Konica copier lease-to-own contract for a 48 month term. The 48 month term has lower interest rate and includes a maintenance service contract.

Vote: Ayes: Booth, Carmichael, Martens, O'Connor, and Fichtel – 5

Nays: None

Absent: Delano and Parikh

Motion passed

c. **Board to consider a motion to declare two Konica copiers as surplus property**

Motion: Booth moved to approve, Martens seconded.

Discussion: Staff do not estimate the copiers have a value that exceeds \$1,000 but request the Board declare the units as surplus property per the Disposal of Surplus Property Policy

Vote: Ayes: Booth, Carmichael, Martens, O'Connor, and Fichtel – 5

Nays: None

Absent: Delano and Parikh

Motion passed

d. **Board to consider a motion to approve Christmas Eve 2017 as a paid holiday for all staff**

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

Discussion: Christmas Eve is an approved paid holiday but this year, because it falls on a Sunday, would not be paid for most staff per the Personnel Policy. It is recommended the Board approve it as a paid holiday for all staff. Coen asked if the board wanted to revise to motion to include New Year's Eve.

Motion to amend the motion to approve Christmas Eve and New Year's Eve 2017 as a paid holiday for all staff

Motion: Booth moved to approve the amended motion, Martens seconded.

Vote: Ayes: Booth, Carmichael, Martens, O'Connor, and Fichtel – 5

Nays: None

Absent: Delano and Parikh

Motion passed

Vote to approve Christmas Eve and New Year's Eve 2017 as a paid holiday for all staff

Ayes: Booth, Carmichael, Martens, O'Connor, and Fichtel – 5

Nays: None

Absent: Delano and Parikh

Motion passed

e. Review of the Personnel Policy

Discussion: The Bylaws and Policy Committee reviewed most of the Personnel Policy at their September committee meeting. This discussion is the completion of that review. Coen and Fichtel will be meeting with representative from Management Association of Illinois next week to review the Policy and discuss Board questions.

11) Executive Session

None

12) Adjournment:

Motion: Martens moved to adjourn at 7:49pm, Booth seconded.

All in favor

Motion passed

Respectfully submitted,

Annie Delano
Westmont Public Library
Board of Trustees, Secretary