



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 NOVEMBER 21, 2017

1) Call to Order

The meeting was called to order at 7:01pm by Board President Jason Fichtel on Tuesday, November 21, 2017 at the Westmont Public Library.

2) Roll Call

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

Absent: Trustee Elaine Carmichael

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: October 17, 2017
- b. Minutes of the Finance committee meeting: October 17, 2017
- c. Communications log: November 2017
- d. Director's report: November 2017

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

Discussion: Martens that Elaine Carmichael should be listed as also present in the minutes for finance committee meeting on October 17. Coen to amend minutes to reflect that.

Vote: All in favor

Motion passed

5) Open Forum:

a. Public

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

Susannah Baney from Baker Tilley Virchow Krause, LLP will be presenting during the audit agenda item.

b. Board

O'Connor: Once again, thank you to Brittany and Alex for putting on an awesome trivia night. Would like to meet some of the new staff. JC to coordinate for future meetings.

Booth: Girl Scouts looking forward to meeting in the library lobby for the Holly Days parade on November 25.

Delano: Happy Thanksgiving.

Martens: Enjoys the new format for the Explorer newsletter.

Parikh: Happy to be back after being away for a month and a half.

Fichtel: Happy Thanksgiving.

c. Director

Coen: Met with Dan Ruzic to discuss the chiller yard project and it's looking good. Shared the holly day's artwork by Kerry which looks amazing. Will be serving hot cocoa on Saturday at 4. Special guest to walk in the parade.

d. Staff

Smith: Library staff will be walking in the parade along with a special surprise guest.

Barry: Happy Thanksgiving.

6) Additions and Deletions

GENERAL OPERATING ACCOUNT / CLARENDON HILLS BANK A/C #8590				
RECIPIENT	MEMORANDUM/INVOICE	NOTE	WPL CODE	
AMAZON	MISCELLANEOUS INVOICES	SEE ATTACHED	00.0000	\$3,011.37
BAKER & TAYLOR	0000141287	PROGRAMMING - ADULT	11.4501	\$163.13
BAKER & TAYLOR	0000141287	PROGRAMMING - YOUTH	11.4502	\$163.12
BAKER & TAYLOR	2033311233	PROGRAMMING - ADULT	11.4501	\$113.07
BAKER & TAYLOR	2033311233	PROGRAMMING - YOUTH	11.4502	\$113.06
BIBLIOTHECA	QUO-62242-K9R5	DIGITAL CONTENT - YOUTH	11.4226	\$1,400.00
BIBLIOTHECA	QUO-62242-K9R5	DIGITAL CONTENT - ADULT	11.4216	\$2,100.00
CARLSON, ALEX	11132017	CONFERENCES & TRAINING	11.4131	\$942.37
DEMCO	6255207	PROCESSING	11.4416	\$347.51
FIRST BANKCARD (WINTRUST)	NOVEMBER 2017	SEE ATTACHED	00.0000	\$3,323.82
FOX VALLEY FIRE & SAFETY	IN00129526	FIRE ALARM SYSTEM	11.4624	\$66.00
LAKESHORE LEARNING	3514451117	PROGRAMMING - YOUTH	11.4502	\$122.55
MIDWEST TAPE	95568092	AV - YOUTH	11.4223	\$12.99
MIDWEST TAPE	95568092	PROCESSING	11.4416	\$0.85
MIDWEST TAPE	95568093	AV - ADULT	11.4213	\$11.99
MIDWEST TAPE	95568093	PROCESSING	11.4416	\$0.85
MIDWEST TAPE	95568094	AV - ADULT	11.4213	\$12.99
MIDWEST TAPE	95568094	PROCESSING	11.4416	\$0.85
MIDWEST TAPE	95568096	AV - ADULT	11.4213	\$90.95
MIDWEST TAPE	95568096	PROCESSING	11.4416	\$4.25
MIDWEST TAPE	95568097	AV - ADULT	11.4213	\$12.99
MIDWEST TAPE	95568097	PROCESSING	11.4416	\$0.85
MIDWEST TAPE	95571288	AV - ADULT	11.4213	\$51.96
MIDWEST TAPE	95571288	PROCESSING	11.4416	\$3.40
MIDWEST TAPE	95571289	AV - ADULT	11.4213	\$27.99
MIDWEST TAPE	95571289	PROCESSING	11.4416	\$0.85
MIDWEST TAPE	95571510	AV - ADULT	11.4213	\$83.96
MIDWEST TAPE	95571510	PROCESSING	11.4416	\$3.40
MIDWEST TAPE	95571511	AV - ADULT	11.4213	\$152.93
MIDWEST TAPE	95571511	PROCESSING	11.4416	\$5.95
MIDWEST TAPE	95571512	AV - ADULT	11.4213	\$65.95
MIDWEST TAPE	95571512	PROCESSING	11.4416	\$4.25
NICOR GAS	79848900001 1117	NATURAL GAS	11.4631	\$364.86
PENGUIN RANDOM HOUSE	1084842407	AV - ADULT	11.4213	\$21.00
PENGUIN RANDOM HOUSE	1084986776	AV - ADULT	11.4213	\$24.00
PENGUIN RANDOM HOUSE	1084885115	AV - ADULT	11.4213	\$67.50
PETTY CASH	11212017	SEE ATTACHED	00.0000	\$238.48
PRECISE PRINTING	0039719	PUBLIC COMMUNICATION	11.4551	\$4,547.95
RECORDED BOOKS, INC.	75624811	ADULT - DIGITAL CONTENT	11.4216	\$66.40
TODAYS BUSINESS SOLUTIONS, INC	7388	PHOTOCOPIER & PRINTING	11.4727	\$1,115.00
VALUE LINE PUBLISHING, INC.	KF-769579-1712	ELECTRONIC RESOURCE - ADULT	11.4217	\$4,850.00
WALKER DISPLAY, INC.	QUOTE #4998	GENERAL MAINTENANCE	11.4611	\$109.39
WESTMONT CHAMBER OF COMMERCE	2300	PUBLIC COMMUNICATION	11.4551	\$124.50
			TOTAL	\$23,945.28
TOTAL TO BE ADDED TO THE BILLS PRESENTED ON NOVEMBER 21, 2017				\$23,945.28

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

Discussion: None

Vote: Ayes: Booth, Delano, Martens, O'Connor, Parikh and Fichtel – 6

Nays: None

Absent: Carmichael

Motion passed

9) **Unfinished Business:** None

10) **New Business:**

a. **Board to consider a motion to approve the FY17 audit and management letter**

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

Discussion: Coen introduced Susannah Baney from Baker Tilley Virchow Krause, LLP. Baney reviewed the library's FY17 financial statements and discussed the libraries liabilities, capital assets, and net position. Baney pointed out the library's proportionate share of the net pension liability increased from \$447,696 in 2016 to \$836,750 in 2017. O'Connor asked why there was such an increase and what that means for the library. Baney explained it has to do with the calculations from actuaries and that it is an amortized rate over the next 30 years. Even with the pension liability calculation, the library's net position is \$3,720,137, which is strong. Baney reviewed the management letter and explained that they identified one material weakness: external financial reporting. The library outsources its financial and accounting services to the Village because there is not a qualified staff member who can create and review financial statements. This is considered a material weakness although it is common for small government units to have this weakness. O'Connor asked if we should be working to remove it from future management letters even if it is a common weakness for small government units. Parikh asked how we could remove it from future management letters. Baney explained that to remove it, a staff member would be required to satisfactorily complete a checklist to demonstrate his/her understanding of accounting principles. Martens asked about the difference between the net position of \$12,782 and the net pension liabilities of \$12,782 outlined in number 9 of the management representation letter. Baney explained how the net position is calculated and how the net liabilities is calculated.

Vote: Ayes: Booth, Delano, Martens, O'Connor, Parikh and Fichtel – 6

Nays: None

Absent: Carmichael

Motion passed

b. **Board to consider a motion to approve the 2018 Schedule of Fines & Fees**

Motion: Delano moved to approve, Parikh seconded.

Discussion: Smith explained her collection agency detailed report.

Coen explained the suggested changes in red. Booth suggested using the wording "new item with matching ISBN". Delano said change Makery "items" to "supplies".

Vote: Ayes: Booth, Delano, Martens, O'Connor, Parikh and Fichtel – 6

Nays: None

Absent: Carmichael

Motion passed

c. **Board to discuss the FY18 Per Capita Grant requirements**

Trustees will review chapters 1-5 of the "Trustee Facts on File, Third Edition", complete at least one free online education opportunity focusing on safety in the library and familiarize themselves with services provided by the Illinois State Literacy program.

11) **Executive Session:** None

12) **Adjournment:**

Motion: Booth moved to adjourn at 8:02pm, Martens seconded.

All in favor

Motion passed

Respectfully submitted,

Annie Delano

Westmont Public Library

Board of Trustees, Secretary