



## 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

DECEMBER 19, 2017

**1) Call to Order**

The meeting was called to order at 7:00pm by Board President Jason Fichtel on Tuesday, December 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:**

**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: November 21, 2017

b. Communications log: December 2017

c. Director's report: December 2017

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

**Discussion:** Booth commented on the success of the recent Family Reading Night program that is noted in the Director's Report.

**Vote:** All in favor

**Motion passed**

**5) Open Forum:**

**a. Public**

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

**b. Board**

**Booth:** Family Reading Night program was very enjoyable. Great to see the growth in attendance from last year.

**Delano:** Compliments on Adrian's early literacy play/activity area in Youth Services. Residents regularly share positive feedback about the Youth Service Department.

**Carmichael:** Merry Christmas and Happy New Year.

**Martens:** Merry Christmas and Happy New Year to all.

**Parikh:** Happy Holidays.

**Fichtel:** 2018 Trustee Forum Workshop will be on Saturday, February 17 at the Chicago Marriott Oakbrook. The theme will be "Advocacy."

**c. Director**

**Coen:** Please let me know if you would like to attend the Trustee Forum Workshop and Theresa will register everyone as a group.

**d. Staff**

**Smith:** As mentioned in the Director's report, the Digital Services Librarian position has been filled by Gil Nicoll.

Barry: Happy Holidays.

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      | \$1,398.56        |
| BIBLIOTHECA  | SI0034569-US           | DIGITAL CONTENT - ADULT | 11.4216      | \$50.00           |
| BIBLIOTHECA  | SI0034570-US           | DIGITAL CONTENT - ADULT | 11.4216      | \$950.07          |
| BIBLIOTHECA  | SI0034567-US           | DIGITAL CONTENT - ADULT | 11.4216      | \$1,190.83        |
| BIBLIOTHECA  | SI0034568-US           | DIGITAL CONTENT - ADULT | 11.4216      | \$300.08          |
| DAILY HERALD / PADDOCK PUBLICATIONS                                  | 111552 112317-112118   | PERIODICAL              | 11.4214      | \$430.00          |
| FIRST BANKCARD (WINTRUST)  | DECEMBER - 2017        | SEE ATTACHED            | 00.0000      | \$1,731.60        |
| GALE/CENGAGE LEARNING  | 62348109               | ADULT - BOOKS           | 11.4211      | \$61.48           |
| GALE/CENGAGE LEARNING  | 62325277               | ADULT - BOOKS           | 11.4211      | \$25.34           |
| MIDWEST TAPE   | 95644130               | ADULT - AV              | 11.4213      | \$12.99           |
| MIDWEST TAPE   | 95644130               | PROCESSING              | 11.4416      | \$0.85            |
| MIDWEST TAPE   | 95644131               | ADULT - AV              | 11.4213      | \$18.99           |
| MIDWEST TAPE   | 95644131               | PROCESSING              | 11.4416      | \$0.85            |
| MIDWEST TAPE   | 95644132               | ADULT - AV              | 11.4213      | \$22.99           |
| MIDWEST TAPE   | 95644132               | PROCESSING              | 11.4416      | \$0.85            |
| MIDWEST TAPE   | 95644133               | YOUTH - AV              | 11.4223      | \$113.90          |
| MIDWEST TAPE   | 95644133               | PROCESSING              | 11.4416      | \$8.50            |
| MIDWEST TAPE   | 95626568               | ADULT - AV              | 11.4213      | \$33.99           |
| MIDWEST TAPE   | 95649614               | YOUTH - AV              | 11.4223      | \$92.97           |
| MURPHY, TERRI  | 01172018               | ADULT - PROGRAMMING     | 11.4501      | \$275.00          |
| NISSAN, CINDY  | 01102018               | ADULT - PROGRAMMING     | 11.4501      | \$75.00           |
| PETTY CASH   | 12192017               | SEE ATTACHED            | 00.0000      | \$362.78          |
| WELLS, MEGAN   | 01132018               | YOUTH PROGRAMMING       | 11.4502      | \$350.00          |
|  |                        |                         | <b>TOTAL</b> | <b>\$7,507.62</b> |
| <b>TOTAL TO BE ADDED TO THE BILLS PRESENTED ON DECEMBER 19, 2017</b> |                        |                         |              | <b>\$1,507.62</b> |

**Motion:** Martens moved to include Additions and Deletions with Bills and Salaries, Carmichael 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:** Martens moved to approve the Bills and Salaries Report, Carmichael seconded.

**Discussion:** None

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

Nays: None

**Motion passed**

**Open Forum continued:**

**Public:** Rose Tuckenberg, (*arrived at approximately 7:12pm*) invited to speak. Tuckenberg said that she was visiting our library recently and was asked to leave the Youth Services area since she did not have child with her. She asked for clarification on the purpose of the policy. Coen explained the policy was written and approved to create a safe space for children. Tuckenberg asked if this means the policy assumes people without children are a danger. Booth stated the policy does not assume this but is in effect to create a safe place for youth. Fichtel explained that adults are permitted upstairs alone if they are using the youth collection for projects or research. Coen said she would reach out to neighboring libraries to find out if they have similar policies. Tuckenberg does not agree with this policy and

recommends the Board change it. Fichtel thanked her for sharing her thoughts and said the Board would take her feedback into consideration when the policy is reviewed in the coming year.

**9) Unfinished Business:** None

**10) New Business:**

**a. Board to consider a motion to approve the Resolution Adopting a Policy Prohibiting Sexual Harassment for the Westmont Public Library**

**Motion:** Delano moved to approve, Martens seconded.

**Discussion:** Due to a new law, every government entity needs to pass a policy prohibiting sexual harassment by resolution or ordinance. The policy needs to address certain issues, which are included in the attached policy. The library already had a sexual harassment policy but changes to that policy are redlined in the Personnel Policy that is in the packet. Booth pointed out that in Exhibit "A" no consequences seemed to be included non-employees who violate this policy. Booth suggested wording that clarified that appropriate action would also be taken against non-employees. Coen re-read the policy to say: For employees, violation of this policy shall be considered grounds for disciplinary action up to and including dismissal. For non-employees, appropriate action will be taken.

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

Nays: None

**Motion passed**

**b. Board to consider a motion to approve the Personnel Policy**

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

**Discussion:** Coen explained text in blue represented changes made since the last revision and review by the Policy committee. This includes feedback from the meeting with the labor attorney at the Management Association.

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

Nays: None

**Motion passed**

**c. Board to discuss the Library Director's annual review for February 2018**

**Discussion:** Fichtel explained that the Board should decide if they want to use the same forms and procedure as last year. Fichtel explained the process in further detail to Parikh. Delano agreed to collect responses and summarize the upward evaluations from staff. Coen mentioned a Director evaluation form that is commonly used by area libraries that the Board could potentially use. Fichtel will share the form with the other Trustees. Martens asked Coen to provide a written report that outlines her progress in meeting her annual goals for the February meeting. O'Connor asked Coen to include a report on what didn't go as planned this past year. Booth said she would appreciate a verbal presentation of these reports as well.

**11) Executive Session:** None

**12) Adjournment:**

**Motion:** Camichael moved to adjourn at 7:59pm, Booth seconded.

**All in favor**

**Motion passed**

Respectfully submitted,

Annie Delano  
Westmont Public Library  
Board of Trustees, Secretary