



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 FEBRUARY 20, 2018

1) Call to Order

The meeting was called to order at 7:05pm by Board President Jason Fichtel on Tuesday, February 20, 2018 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: January 16, 2018
- b. Minutes of the bylaws and policy committee meeting: January 16, 2018
- c. Communications log: February 2018
- d. Director's report: February 2018

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

Discussion: None

Vote: All in favor

Motion passed

5) Open Forum:

a. Public

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

Glen Liljeberg, IT Director Village of Westmont, present to answer questions.

b. Board

Booth: Enjoyed the ILA Trustee workshop. She shared information about the Junior High's Community Talks program on April 17.

Carmichael: The Chamber's annual open house is tomorrow night from 5-7pm at the Taiwanese Cultural Center. All are welcome to attend.

Delano: Also enjoyed attending the ILA Trustee Workshop and the tea party program event on Saturday.

O'Connor: Had an appointment with Justin Williams to learn about the 3D printer and enjoyed the experience.

Thoroughly enjoys trivia nights with Brittany and Alex.

Parikh: Also enjoyed attending the ILA Trustee Workshop.

c. Director

Coen: Attended the ILA Legislative luncheon with Brittany and Alea. It was very informative and she will share the palm card with the Board.

d. Staff: none

6) Additions and Deletions

GENERAL OPERATING ACCOUNT / CLARENDON HILLS BANK A/C #8590				
RECIPIENT	MEMORANDUM/INVOICE	NOTE	WPL CODE	AMOUNT
4IMPRINT	6069376	MARKETING & ADVERTISING	11.4555	\$165.00
AMAZON	MISCELLANEOUS INVOICES	SEE ATTACHED	00.0000	\$2,228.74
A. PANZICA ENTERPRISES, LTD	825	GENERAL MAINTENANCE	11.4611	\$350.00
BAKER & TAYLOR	2033478215	YOUTH - BOOKS	11.4221	\$602.18
BAKER & TAYLOR	2033478215	PROCESSING	11.4416	\$24.25
BAKER & TAYLOR	2033476109	ADULT - BOOKS	11.4211	\$1,472.73
BAKER & TAYLOR	2033476109	PROCESSING	11.4416	\$86.15
BIBLIOTHECA	SI0036664-US	ADULT - DIGITAL CONTENT	11.4216	\$837.07
BIBLIOTHECA	SI0036665-US	ADULT - DIGITAL CONTENT	11.4216	\$287.94
BIBLIOTHECA	SI0036666-US	YOUTH - DIGITAL CONTENT	11.4226	\$300.95
BIBLIOTHECA	SI0036667-US	ADULT - DIGITAL CONTENT	11.4216	\$544.06
DEMCO	6306860	PROCESSING	11.4416	\$243.27
ENVISIONWARE	INV-US-35041	TELEPHONE & BROADBAND	11.4635	\$491.52
FIRST BANKCARD (WINTRUST)	FEBRUARY 2018	SEE ATTACHED	00.0000	\$1,054.14
GALE/CENGAGE LEARNING	63118963	ADULT - BOOKS	11.4211	\$27.87
GALE/CENGAGE LEARNING	63162613	ADULT - BOOKS	11.4211	\$25.34
GALE/CENGAGE LEARNING	63136304	ADULT - BOOKS	11.4211	\$19.46
GALE/CENGAGE LEARNING	63133880	ADULT - BOOKS	11.4211	\$12.29
HEINEMAN, JUDITH	02212018	ADULT - PROGRAMS	11.4501	\$200.00
HINSDALE HUMANE SOCIETY	02072018 - A	YOUTH - PROGRAMS	11.4502	\$400.00
ILLINOIS FIRE SAFETY ALLIANCE	02072018 - B	YOUTH - PROGRAMS	11.4502	\$300.00
ILLINOIS LIBRARY ASSOCIATION	143437	BOARD EXPENSE - WORKSHOP	11.4135	\$510.00
ILLINOIS LIBRARY ASSOCIATION	143496	BOARD EXPENSE - WORKSHOP	11.4135	\$125.00
KONICA MINOLTA	250010657	COPIER & PRINTING	11.4727	\$55.84
KONICA MINOLTA	250011136	COPIER & PRINTING	11.4727	\$87.05
KONICA MINOLTA	250010658	COPIER & PRINTING	11.4727	\$18.62
LIBRARY SUPPLY SOLUTIONS	20835-8	PROCESSING	11.4416	\$649.00
LEVIN, AMY	02212018	ADULT - PROGRAMS	11.4501	\$200.00
MIDWEST TAPE	95750774	ADULT - AV	11.4213	\$29.99
MIDWEST TAPE	95750774	PROCESSING	11.4416	\$2.80
MIDWEST TAPE	95774093	CREDIT MEMO	11.4213	-\$29.99
MIDWEST TAPE	95774093	CREDIT MEMO	11.4416	-\$2.80
MIDWEST TAPE - HOOPLA	95807528	ADULT - DIGITAL CONTENT	11.4216	\$662.90
MIDWEST TAPE	95793131	ADULT - AV	11.4213	\$39.99
PEOPLES RESOURCE CENTER	02072018 - C	YOUTH - PROGRAMS	11.4502	\$300.00
PEREZ, ALEA	02162018	TRAVEL	11.4134	\$271.18
PEREZ, ALEA	02162018	CONFERENCES & TRAINING	11.4131	\$60.00
PETTY CASH	02202018	SEE ATTACHED	00.0000	\$269.00
PITNEY BOWES PURCHASE POWER	9932 0218	POSTAGE	11.4451	\$120.00
PRECISE PRINTING	0040108	PUBLIC COMMUNICATION	11.4551	\$4,599.95
RIMM, MARY BARNETT	03072018	ADULT - PROGRAMS	11.4501	\$400.00
TULIKA BOOKS USA	702	YOUTH - BOOKS	11.4221	\$342.00
VILLAGE OF WESTMONT	714602	WATER	11.4632	\$300.00
			TOTAL	\$18,683.49
TOTAL TO BE ADDED TO THE BILLS PRESENTED ON FEBRUARY 20, 2018 = \$18,683.49				

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

Discussion: Coen explained that three payments to the Humane Society, Burn Camp, and People's Resource Center are not from tax payer money. The Rotary Club of Westmont generously donated the funds for the Summer Learning program with the intention that it would be donated to these specific organizations.

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: Coen explained that the pre-paid expense was for a program in May that required a deposit in March.

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

Nays: None

Motion passed

9) Unfinished Business: None

10) New Business:

a. Board to consider a motion to approve the Bylaws as proposed at the January 16, 2018 meeting

b. Motion: Martens moved to approve the Bylaws as proposed at the January 16, 2018 meeting, Booth seconded.

Discussion: Coen explained that the draft Bylaws were posted after the last meeting for public viewing but received no comments.

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

Nays: None

Motion passed

c. Board to consider a motion to approve the Public Comment Policy

Motion: Booth moved to approve the Public Comment Policy, Delano seconded.

Discussion: Coen pointed out a few changes. The policy states the public can comment about non-agenda items during public forum, however, at the Board president or presiding officer's discretion, comments would be allowed at other points during the meeting. Comments related to items on the agenda will be allowed during the discussion of such items.

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

Nays: None

Motion passed

d. Destruction of executive session recordings from January 19, 2016 February 16 2016 and July 19, 2016

Motion: Booth moved to approve, Carmichael seconded

Discussion: Coen explained under the Open Meetings Act, the public body can approve destruction of executive session recordings if the meetings have approved minutes and are older than 18 months. Both of these criteria are met for the recordings listed above.

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

Nays: None

Motion passed

e. Board to consider a motion to approve Special Reserve funds in the amount of \$5,323 to Master Project for the electrical work and \$9,340 to Kinsale Contracting for demolition work for the chiller yard project.

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

Discussion: Coen explained that the chiller yard enclosure project will be done in two phases. Relocation of electrical panels and demolition of the brick enclosure. We are still awaiting quotes for the fence.

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

Nays: None

Motion passed

11) Executive Session:

a. Board to discuss Library Director's annual review

Martens moved to go into Executive Session at 7:25pm for the purpose of discussing "the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity" in accordance with 5ILCS 120/2, Carmichael seconded.

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

Nays: None

Motion passed

12) Resume Open Session

Regular session was called back to order at 8:47pm by Board President Jason Fichtel

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

14) Adjournment:

Motion: Booth moved to adjourn at 8:48pm, Delano seconded.

All in favor

Motion passed

Respectfully submitted,

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