



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 MARCH 27, 2018

1) Call to Order

The meeting was called to order at 7:00pm by Board President Jason Fichtel on Tuesday, March 27, 2018 at the Westmont Public Library.

2) Roll Call

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

Absent: Secretary Annie Delano

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: February 20, 2018
- b. Minutes of the finance committee meeting: February 20, 2018
- c. Communications log: March 2018
- d. Director's report: March 2018

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

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

b. Board

Booth: Relayed a compliment from another Girl Scout leader who said how much her troop enjoyed their tour of the library.

Carmichael: Sorry to hear that Deb has moved on. Happy Easter to all.

O'Connor: Enjoyed his time working with Justin Williams on the Carvey. The project turned out very nice.

Parikh: Enjoyed looking at the book "This Is What a Librarian Looks Like" that features Alea Perez.

Fichtel: Relayed compliments from Village Board Trustee Bruce Barker praising Brittany and Carmen for their outreach work.

- c. **Director** Coen: Christine Maleno will be leaving for a full-time position at Joliet Public Library. Aaron Hawkins will be taking over the Marketing Associate position and the position for Public Service Associate at front desk will be posted soon. The Community Talks event at WHS will be on April 17 and 2018 Community Awards dinner will be on April 30. Please let me know if anyone would like to attend the awards dinner. April is Earth month and Smith is working with the Village's Environmental Improvement Committee on various programs, including the seed and sapling give-away. Bruce Barker reached out to Fichtel to see if anyone wanted to learn more about Richmond Gardens. Village staff members will be attend one of our future board meetings to share information. Coen also explained that we will be unveiling a seed library in April. Justin Williams is working with National Honor Society students from Westmont High School on this project.

d. Staff

Smith: Aaron Hawkins will be taking over the marketing position. The EIC is hoping to continue to educate residents about the Richmond Gardens project.

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	\$2,126.10
ARCO PLUMBING	56634	GENERAL MAINTENANCE	11.4611	\$550.00
ASI SIGNAGE INNOVATIONS	CHIC 79487-01	PUBLIC COMMUNICATION	11.4551	\$456.00
BRODART	B5264913	ADULT - BOOKS	11.4211	\$8.96
CHICAGO PROJECT MANAGEMENT	03012018	TUCKPOINTING & BRICK REPAIRS	70.4814	\$1,100.00
D MCGEES, INC.	23546	OFFICE SUPPLIES	11.4411	\$13.75
DEMCO	6334330	PATRON SERVICES	11.4425	\$1,769.94
DEMCO	6333837	PROCESSING SUPPLIES	11.4416	\$433.78
FIRST BANKCARD (WINTRUST)	MARCH 2018	SEE ATTACHED	00.0000	\$1,455.03
ILLINOIS LIBRARY ASSOCIATION	145195	CONFERENCES & TRAINING	11.4131	\$75.00
LOGSDON OFFICE SUPPLY	1022309-001	CUSTODIAL SUPPLIES	11.4415	\$36.99
MIDWEST TAPE	95911394	AV - ADULT	11.4213	\$24.99
MIDWEST TAPE	95911394	PROCESSING SUPPLIES	11.4416	\$0.85
MIDWEST TAPE	95911395	AV - ADULT	11.4213	\$14.99
MIDWEST TAPE	95911395	PROCESSING SUPPLIES	11.4416	\$0.85
MIDWEST TAPE	95911396	AV - YOUTH	11.4223	\$21.99
MIDWEST TAPE	95911396	PROCESSING SUPPLIES	11.4416	\$0.85
MIDWEST TAPE	95911397	AV - YOUTH	11.4223	\$10.99
MIDWEST TAPE	95911397	PROCESSING SUPPLIES	11.4416	\$0.85
MIDWEST TAPE	95911399	AV - ADULT	11.4213	\$14.99
MIDWEST TAPE	95911399	PROCESSING SUPPLIES	11.4416	\$0.85
MIDWEST TAPE	95912968	AV - ADULT	11.4213	\$24.99
MIDWEST TAPE	95912968	PROCESSING SUPPLIES	11.4416	\$0.85
MIDWEST TAPE	95912969	AV - ADULT	11.4213	\$68.78
MIDWEST TAPE	95913440	AV - YOUTH	11.4223	\$19.99
MIDWEST TAPE	95913440	PROCESSING SUPPLIES	11.4416	\$0.85
MIDWEST TAPE	95913441	AV - ADULT	11.4213	\$11.99
MIDWEST TAPE	95913441	PROCESSING SUPPLIES	11.4416	\$0.85
MIDWEST TAPE	95913442	AV - YOUTH	11.4223	\$55.18
MIDWEST TAPE	95913442	PROCESSING SUPPLIES	11.4416	\$1.70
MIDWEST TAPE	95913443	AV - YOUTH	11.4223	\$60.74
MIDWEST TAPE	95913443	PROCESSING SUPPLIES	11.4416	\$5.10
MIDWEST TAPE	95918969	AV - ADULT	11.4213	\$109.95
MIDWEST TAPE	95918969	PROCESSING SUPPLIES	11.4416	\$2.55
MIDWEST TAPE	95919770	AV - ADULT	11.4213	\$144.94
MIDWEST TAPE	95919770	PROCESSING SUPPLIES	11.4416	\$5.10
MIDWEST TAPE	95919772	AV - ADULT	11.4213	\$144.94
MIDWEST TAPE	95919772	PROCESSING SUPPLIES	11.4416	\$5.10
MIDWEST TAPE	95919773	AV - YOUTH	11.4223	\$126.33
MIDWEST TAPE	95919773	PROCESSING SUPPLIES	11.4416	\$3.40
MIDWEST TAPE	95919774	AV - ADULT	11.4213	\$14.99
MIDWEST TAPE	95919774	PROCESSING SUPPLIES	11.4416	\$0.85
MIDWEST TAPE	95919775	AV - ADULT	11.4213	\$15.99
MIDWEST TAPE	95919775	PROCESSING SUPPLIES	11.4416	\$0.85
MIDWEST TAPE	95922537	AV - YOUTH	11.4223	\$84.98
PETTY CASH	03272018	SEE ATTACHED	00.0000	\$472.47
SERVICE MASTER	190423	CLEANING	11.4612	\$1,470.00
TULIKA BOOKS USA	705WPL	BOOKS - YOUTH	11.4221	\$184.00
WESTMONT CHAMBER OF COMMERCE	2633	CONFERENCES & TRAINING	11.4131	\$65.00
			TOTAL	\$11,220.21
TOTAL TO BE ADDED TO THE BILLS PRESENTED ON MARCH 27, 2018 - \$11,220.21				

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

Discussion: None

Vote: All in favor

Motion passed

7) Treasurers Report

Motion: O'Connor moved to file the Treasurer's Report for audit, Booth seconded.

Discussion: None

Vote: All in favor

Motion passed

8) Bills and Salaries

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

Discussion: Carmichael asked if ukuleles had been purchased for circulation. Smith reported that they will be ready for check-out by the end of summer.

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

Nays: 0

Absent: Delano

Motion passed

9) Unfinished Business: None

10) New Business:

a. Board to discuss FY19 draft budget

Discussion: Coen presented her draft proposal that included suggestions and feedback from the Finance Committee. Revenue: There had been a drop in fines and fees following the launch of auto-renewals. Printing, fines and fees, non-resident, donations, and impact fees income are expected to be about the same as FY18. Coen provided a general overview of expenditures. The numbers do not include anything going back into special reserves. Coen also gave a brief overview of expenditures, year-to-date percentages, and anticipated final budget totals for FY18. There will be more slight changes to the FY19 budget numbers once we receive final costs for insurance, workers compensation, and maintenance contracts. Those will be presented at the April 17 Board meeting.

b. Board to consider a motion to approve the FY19 final levy

Motion: Booth moved to approve the FY19 levy extended amount of \$1,885,397, O'Connor seconded.

Discussion: Coen explained the process which included recommendations from Parker.

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

Nays: 0

Absent: Delano

Motion passed

c. Board to consider a motion to approve the Library Director's FY19 compensation increase of 3.5% to \$95,101.50 annual salary

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

Discussion:

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

Nays: 0

Absent: Delano

Motion passed

11) Executive Session: None

14) Adjournment:

Motion: Parikh moved to adjourn at 7:41pm, Carmichael seconded.

All in favor

Motion passed

Respectfully submitted,

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