



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 MAY 15, 2018

1. Call to Order

The meeting was called to order at 7:00pm by Board President Jason Fichtel on Tuesday, May 15, 2018 at the Westmont Public Library.

2. Roll Call

Present: Trustee Elaine Carmichael, Secretary Annie Delano, Vice President John Martens, and President Jason Fichtel

Absent: Trustee Heather Booth, Treasurer Kerry O'Connor, 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: April 17, 2018
- b. Minutes of the policy committee meeting: April 17, 2018
- c. Communications log: May 2018
- d. Director's report: May 2018

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

Discussion: none

Vote: All in favor

Motion passed

5. Open Forum

- a. **Public:** Spencer Parker, Village of Westmont Finance Director, present to answer questions.

- b. **Board**

Delano: Enjoyed attending the Maker Fair. Very fun and well attended. Really likes our seed library.

Fichtel: Attended the kick-off celebration for our new seed library.

- c. **Director:**

Coen: Explained that we won't be having a booth at TOW but we will have a presence. Staff will host a trivia event on Thursday evening and a special guest will attend the event on Saturday on behalf of Youth Services. We will also have a table at the weekly street fairs starting June 7. ILA has put out a survey for board trustees to take and I will make sure everyone has the link.

- d. **Staff**

Alea Perez: Present to discuss Summer Learning program later on the agenda.

Smith: The new Public Service Associate, Shannon Leyva, will start on May 21. Alex has hired a new part-time programming librarian, Holly, who will start on June 11.

Barry: The win Lakes annual Golf Classic will be on June 15. Red White & Blue BBQ will be on May 25-27, at Ty Warner Park.

6. Additions & Deletions

GENERAL OPERATING ACCOUNT / CLARENDON HILLS BANK A/C #8590				
RECIPIENT	MEMORANDUM/INVOICE	NOTE	WPL CODE	AMOUNT
AMAZON	MISCELLANEOUS INVOICES	SEE ATTACHED	00.0000	\$1,541.51
AMAZON	MISCELLANEOUS INVOICES	SEE ATTACHED - FY19	00.0000	\$107.07
A. PANZICA ENTERPRISES	827	GENERAL MAINTENANCE	11.4611	\$1,010.00
A. PANZICA ENTERPRISES	827-FY19	GENERAL MAINTENANCE	11.4611	\$35.00
APPLE BOOKS	108315	BOOKS - YOUTH	11.4221	\$309.44
BAKER & TAYLOR	NS18050491-FY19	PROCESSING SUPPLIES	11.4416	\$350.00
BAKER & TAYLOR	2033677840-FY19	BOOKS - ADULT	11.4211	\$512.75
BAKER & TAYLOR	2033677840-FY19	PROCESSING SUPPLIES	11.4416	\$28.10
BAKER & TAYLOR	2033664112	BOOKS - YOUTH	11.4221	\$198.91
BAKER & TAYLOR	2033664112	PROCESSING SUPPLIES	11.4416	\$10.70
BAKER & TAYLOR	2033664402 - GRANT	BOOKS - YOUTH - GRANT	11.4228	\$21.92
BAKER & TAYLOR	2033664402	PROCESSING SUPPLIES	11.4416	\$1.70
BIBLIOTHECA	SI0039873-US	DIGITAL CONTENT - ADULT	11.4216	\$1,653.28
BIBLIOTHECA	SI0039874-US	DIGITAL CONTENT - YOUTH	11.4226	\$1,417.71
BIBLIOTHECA	SI0039875-US	DIGITAL CONTENT - ADULT	11.4216	\$26.99
BIBLIOTHECA	SI0039876-US	DIGITAL CONTENT - ADULT	11.4216	\$315.63
CARLSON, ALEX	05082018-FY19	TRAVEL	11.4134	\$38.48
CARLSON, ALEX	04302018	MAKERY PURCHASES	11.4534	\$136.14
CASE LOTS	001705-FY19	CUSTODIAL SUPPLIES	11.4415	\$162.50
CENTER POINT LARGE PRINT	1580076-FY19	BOOKS - ADULT	11.4211	\$44.34
FIRST BANKCARD (WINTRUST)	MAY 2018-FY18	SEE ATTACHED	00.0000	\$3,822.16
FIRST BANKCARD (WINTRUST)	MAY 2018-FY19	SEE ATTACHED	00.0000	\$410.32
GALE/CENGAGE LEARNING	63617701-FY19	BOOKS - ADULT	11.4211	\$19.46
GALE/CENGAGE LEARNING	63624746-FY19	BOOKS - ADULT	11.4211	\$98.76
HEARTHSONG & MAGIC CABIN	2401	PROGRAMMING - YOUTH	11.4502	\$71.87
KAMM INSURANCE GROUP	338208-FY19	ERRORS & OMISSIONS	11.4822	\$1,280.00
KAMM INSURANCE GROUP	338151-FY19	TREASURERS' BOND	11.4823	\$778.00
KAMM INSURANCE GROUP	338226-FY19	BUILDING INSURANCE	11.4821	\$1,554.00
KAMM INSURANCE GROUP	338217-FY19	BUILDING INSURANCE	11.4821	\$9,898.00
KONICA MINOLTA PREMIER FINANCE	355066630	PHOTOCOPIER & PRINTING	11.4727	\$297.00
KONICA MINOLTA PREMIER FINANCE	357059096-FY19	PHOTOCOPIER & PRINTING	11.4727	\$297.00
LIBRARY FURNITURE INTERNATIONAL	5932	FURNITURE	11.4701	\$5,781.00
LOGSDON OFFICE SUPPLY	1026160-001-FY19	CUSTODIAL SUPPLIES	11.4415	\$73.98
MAASSEN, KATHERINE	31404003525703-FY19	RBP/ILL REPLACEMENTS	11.4232	\$39.96
MIDWEST TAPE	96044560-FY19	AV - YOUTH	11.4223	\$15.99
MIDWEST TAPE	96044560-FY19	PROCESSING SUPPLIES	11.4416	\$0.85
MIDWEST TAPE	96050164-FY19	AV - ADULT	11.4213	\$18.74
MIDWEST TAPE	96050164-FY19	PROCESSING SUPPLIES	11.4416	\$2.80
MIDWEST TAPE	96058657-FY19	AV - ADULT	11.4213	\$20.99
MIDWEST TAPE	96058657-FY19	PROCESSING SUPPLIES	11.4416	\$0.85
MIDWEST TAPE	96058658-FY19	AV - ADULT	11.4213	\$44.98
MIDWEST TAPE	96058658-FY19	PROCESSING SUPPLIES	11.4416	\$1.70
MIDWEST TAPE	96058659-FY19	AV - ADULT	11.4213	\$44.98
MIDWEST TAPE	96058659-FY19	PROCESSING SUPPLIES	11.4416	\$1.70
NAEYC	103427-FY19	PROFESSIONAL MEMBERSHIP	11.4132	\$69.00
PEREZ, ALEA	04302018-FY18	TRAVEL	11.4134	\$10.00
PEREZ, ALEA	05092018-FY19	CONFERENCES & TRAINING	11.4131	\$75.00
PETTY CASH	05152018	SEE ATTACHED	00.0000	\$381.66
PETTY CASH	05152018-FY19	SEE ATTACHED	00.0000	\$69.99
PITNEY BOWES PURCHASE POWER	9932 0518-FY19	POSTAGE	11.4451	\$150.00
PRECHEL, AMY	04302018	STAFF APPRECIATION	11.4125	\$88.13
UNIQUE MANAGEMENT SERVICES INC	461724	COLLECTION AGENCY SERVICES	11.4818	\$53.70
VILLAGE OF WESTMONT	714722	ACCOUNTING SERVICES	11.4814	\$1,784.92
VILLAGE OF WESTMONT	714722	AUTOMATION CONSULTING	11.4656	\$10,455.66
VILLAGE OF WESTMONT	714722	AUTOMATION CONSULTING	11.4656	\$513.18
WESTSIDE MECHANICAL	C003694	HVAC-FY19	11.4621	\$1,350.00
WILLIAMS, JUSTIN	05112018-FY19	TRAVEL	11.4134	\$28.56
			TOTAL	\$47,527.06
TOTAL TO BE ADDED TO THE BILLS PRESENTED ON MAY 15, 2018 = \$47,527.06				

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

Discussion: None

Vote: All in favor

Motion passed

7. Treasurer's Report

Motion: Martens moved to file the Treasurer's Report for audit, Delano seconded.

Discussion: None

Vote: All in favor

Motion passed

8. Bills and Salaries

Motion: Delano moved to approve the Bills and Salaries Report, Martens seconded.

Discussion: Carmichael inquired about two separate reimbursements for Alex Carlson. Smith explained they were for two different purchases.

Vote: Ayes: Carmichael, Delano, Martens and Fichtel – 4

Nays: 0

Absent: Booth, O'Connor, Parikh

Motion passed

9. Unfinished Business: None

10. New Business

a. Election of officers

Nominations:

Martens nominated Fichtel for President, Carmichael seconded. All in favor. Motion passed.

Carmichael nominated Martens for Vice President, Delano seconded. All in favor. Motion passed.

Martens nominated O'Connor for Treasurer, Carmichael seconded. All in favor. Motion passed.

Martens nominated Delano for Secretary, Carmichael seconded. All in favor. Motion passed.

b. Committee assignments

Fichtel appointed Trustees to the same committees as this past year:

Bylaws and Policy Committee

Heather Booth, Elaine Carmichael, John Martens, Rajesh Parikh

Finance Committee

Kerry O'Connor, Heather Booth, Annie Delano, John Martens

Building and Grounds Committee

Heather Booth, Elaine Carmichael, Kerry O'Connor

c. Approval of annual regular board meeting dates for FY19

Motion: Delano moved to approve the annual regular board meeting dates for FY19, Martens seconded.

Discussion: Martens pointed out the May 2018 date should be May 2019. Coen to make correction.

Vote: Ayes: Carmichael, Delano, Martens and Fichtel – 4

Nays: 0

Absent: Booth, O'Connor, Parikh

Motion passed

d. Appointment of FOIA Officer and OMA Designee

John agreed to remain as OMA designee and Coen agreed to remain as FOIA Officer.

e. Discussion of 2018 Summer Learning program

Alea Perez reported that this year's Summer Learning program is going to run from June 2-July 28 and was set to be better than ever. Kerry Barnett designed the participation sheets/book marks. Reading requirements have been increased to 20 minutes per day. Activities for children will incorporate more learning opportunities. The Read for a Cause initiative is back again this year thanks to a generous donation from the Westmont Rotary Club. It was very popular last year!

(Kerry O'Connor arrived at 7:16pm)

Staff have also developed a community scavenger hunt for families as part of the Summer Learning program. The Youth Services staff will be decorating the second floor soon. School visits start tomorrow. Adrian Litwin will be visiting The Village Children's Academy to pass out summer learning packets. The kick-off party will be on June 2.

f. Approval of FY19 Appropriation for an amount of \$3,386,481

Motion: O'Connor moved to approve the FY19 Appropriation amount of \$3,386,481, Delano seconded.

Discussion: Coen explained that this item was reviewed and discussed at the Finance Committee meeting. Appropriation amounts exceed budgeted amounts so that if unexpected income is received by the library or if the library needs to spend more than anticipated in any budget line, those funds can legally be expended.

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

Nays: 0

Absent: Booth and Parikh

Motion passed

11. Executive Session: None

12. Adjournment

Motion: Martens moved to adjourn at 7:25pm, Carmichael seconded.

All in favor

Motion passed

Respectfully submitted,

Annie Delano

Westmont Public Library Board of Trustees, Secretary