



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 AUGUST 21, 2018

1. Call to Order

The meeting was called to order at 7pm by Board President Jason Fichtel on Tuesday, August 21, 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

Staff present: Director Julia Coen, Assistant Director Brittany Smith, Outreach Coordinator Carmen Higgins, and Administrative Assistant Theresa Barry

3. Pledge of Allegiance

4. Approval of Consent Agenda

- a. Minutes of the regular board meeting: July 17, 2018
- b. Communications log: August 2018
- c. Director's report: August 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.

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

b. Board

Booth: Thank you to staff for all of the updates on social media about the recent glitches with the computer lab.

O'Connor: Asked for more details about the webinar on conducting effective workplace investigations that Coen and Smith attended. Coen explained that it provided general information should the library have to conduct a harassment investigation. All staff received harassment training from Management Association of Illinois this year. The webinar was a good follow-up for administration.

c. Director

Coen: Shared updates about the upcoming renovations and the proposed layout. The architectural drawings will be done in August and then the project will go out to bid. The lowest responsible bids will go to the Board for approval in October and construction will tentatively begin in December. We will use some grant money on this project so that we can replace the flooring in the lab area and also paint and install new flooring in the existing study rooms. This will help reduce the cost of next year's flooring project, assuming Board approval at that time.

Per Capita Grant money will also be used for shelving and furniture in the community room so that we can have a more permanent space for Makery tools and services.

Computers were down due to a glitch with the licensing through TBS, our public computer management software. This was an error on the software company side. IT staff were able to resolve it and came up with a work-around solution so downtime was minimal.

Our Head of Access Services has resigned and her duties will be distributed to existing departments. Coen will be the liaison with the Village IT team on IT issues. An assistant manager of Patron Services will be hired to manage the patron services staff. The three members of the Access Services team will report to Brittany. The organizational chart and job descriptions were updated today. The new organizational chart will be shared with the Board.

d. Staff

Smith: Nothing

Barry: Nothing

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	\$2,019.10
BIBLIOTHECA	SI0042969-US	DIGITAL CONTENT - ADULT	11.4216	\$910.52
BIBLIOTHECA	SI0042970-US	DIGITAL CONTENT - ADULT	11.4216	\$251.90
CARLSON, ALEX	07112018	PROGRAMMING - ADULT	11.4501	\$125.78
FIRST BANKCARD (WINTRUST)	AUGUST 2018	SEE ATTACHED	00.0000	\$1,003.68
KLEIN, THORPE & JENKINS, LTD.	197324	LEGAL CONSULTING	11.4811	\$84.00
MIDWEST TAPE	96333148	ADULT - AV	11.4213	\$11.99
MIDWEST TAPE	96333148	PROCESSING	11.4416	\$0.85
MIDWEST TAPE	96333149	ADULT - AV	11.4213	\$38.73
MIDWEST TAPE	96333149	PROCESSING	11.4416	\$1.70
MIDWEST TAPE	96333190	ADULT - AV	11.4213	\$84.71
MIDWEST TAPE	96333190	PROCESSING	11.4416	\$1.70
MIDWEST TAPE	96333191	ADULT - AV	11.4213	\$85.32
MIDWEST TAPE	96333192	ADULT - AV	11.4213	\$26.98
MIDWEST TAPE	96333192	PROCESSING	11.4416	\$1.70
MIDWEST TAPE	96333193	ADULT - AV	11.4213	\$54.16
MIDWEST TAPE	96333193	PROCESSING	11.4416	\$3.40
MIDWEST TAPE	96346174	ADULT - AV	11.4213	\$85.86
MIDWEST TAPE	96346174	PROCESSING	11.4416	\$1.70
MIDWEST TAPE	96346175	ADULT - AV	11.4213	\$25.18
MIDWEST TAPE	96346175	PROCESSING	11.4416	\$1.70
MIDWEST TAPE	96346176	ADULT - AV	11.4213	\$31.18
MIDWEST TAPE	96346176	PROCESSING	11.4416	\$1.70
MIDWEST TAPE	96346177	ADULT - AV	11.4213	\$107.92
MIDWEST TAPE	96346177	PROCESSING	11.4416	\$6.80
MIDWEST TAPE	96346179	YOUTH - AV	11.4223	\$12.99
MIDWEST TAPE	96346179	PROCESSING	11.4416	\$0.85
MIDWEST TAPE	96347128	ADULT - AV	11.4213	\$79.98
PETTY CASH	08212018	SEE ATTACHED	00.0000	\$255.48
WILLIAMS, JUSTIN	08172018	TRAVEL	11.4134	\$17.11
			TOTAL	\$5,334.67
TOTAL TO BE ADDED TO THE BILLS PRESENTED ON AUGUST 21, 2018 = \$5,334.67				

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

Discussion: None

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

Nays: 0

Motion passed

9. Unfinished Business: None

10. New Business

a. Discussion of the Library's outreach services and goals with Outreach Coordinator Carmen Higgins

Carmen thanked the Board for inviting her to the meeting. She explained her primary job is to engage with the community. Last year she discussed her annual goals with Coen and she was asked to focus on outreach to the senior community. She reached out to various organizations that provide services to our senior community and had discussions about what their needs are. She then found ways the library could better serve them. She worked with staff to update the homebound services so that it was more efficient. We now provide it to close to 40 residents and previously it was less than 20. She also worked with staff to bring technology courses to our senior residents. We offered several classes at the Westmont Senior Center to assist/teach residents about tech topics. Due to high demand, we also offered those classes at the library as well. Staff will continue to offer more tech classes to our senior community in the coming year.

This year Carmen's focus is on outreach to the business community. She met with the Chamber Director and discussed the possibilities. The library will be hosting a "chamber huddle" to first introduce us and herself to the businesses in the community. She will be attending the Chamber Open House with Alex on September 19. She will be meeting with the individual businesses throughout the remainder of the year to discuss the ways the library can best serve them.

In addition, Carmen coordinates the rotating art gallery and liaises with Literacy of DuPage and the Friends of the Library.

Rajesh thanked Carmen for all of her hard work with the Friends of the Library. Rajesh asked if staff could also think of outreach to a wider community than Westmont. Staff will work on this.

Fichtel commented that it was nice to hear about the outreach services we provide. Trustees will now know what outreach services we provide when they are asked that question at the ILA Trustee workshop.

b. Review and discussion of the FY19 Per Capita Grant requirements

Discussion: Coen asked the Trustees to familiarize themselves with the list of requirements for the Per Capita Grant. Coen will send a list of links to online education options so that the Trustees can fulfill that requirement.

c. Approval of the destruction of executive session recording for November 15, 2016 and January 17, 2017

Motion: Booth moved to approve the destruction of executive session recordings for November 15, 2016 and January 17, 2017, Carmichael seconded.

Discussion: None

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

Nays: 0

Absent: none

Motion passed

11. Executive Session: None

12. Adjournment

Motion: Delano moved to adjourn at 7:32pm, Carmichael seconded.

All in favor

Motion passed

Respectfully submitted,

Annie Delano

Westmont Public Library Board of Trustees, Secretary