



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 APRIL 16, 2019

1. Call to Order

The meeting was called to order at 7:00pm by Board Vice President John Martens on Tuesday, April 16, 2019 at the Westmont Public Library.

2. Roll Call

Present: Trustee Elaine Carmichael, Secretary Annie Delano, Vice President John Martens, Treasurer Kerry O'Connor, and Trustee Rajesh Parikh

Absent: President Jason Fichtel and Trustee Heather Booth

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: March 26, 2019
- b. Communications log: April 2019
- c. Director's report: April 2019

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

Discussion: None

Vote: All in favor

Motion passed

5. Open Forum

a. Public

Assistant Finance Director Ruth Olsson, present to answer questions.

Friends of the Library President Lalitha Darbha: Thanked the Board for inviting the Friends Group to the meeting and shared positive feedback from local residents about the various events and initiatives the FOL does throughout the year for the library.

Friends of the Library Vice President Mary Gabryel: Shared some highlights of organizational initiatives they are focusing on and details of events that took place over the past year. Special thanks to Caroline and Lana for their extensive volunteer work and Carmen for her assistance with programming.

Past President Jean Law: Thanked the board and staff for their continued enthusiastic support of the FOL.

b. Board

O'Connor: Sad to learn that Alea is leaving. Thanks again to Alex and Holly for entertaining trivia nights.

Delano: Enjoyed the FOL fundraiser at Woodgrain.

Carmichael: Appreciated the fact that Spencer stayed after the meeting last month to further explain the financial documents. April 29 is the Chamber's Community Award event if anyone is interested in attending.

Martens: Best wishes to Alea in her new job.

c. Director

Coen: Economic Statements are due by May 1 so please let me know if you have not received your email from the County. The meeting in May will have a lot on the agenda. The Finance Committee will be discussing the cash flow analysis, the capital outlay plan with updated quotes and updated time-lines and the FY20 Appropriation. During the

regular meeting the new trustees will be sworn in and given orientation packets. The Board will approve meeting dates for FY20 and new officers will be elected. We will also designate our FOIA and OMA officers.

d. Staff

Smith: Thanked the Board for the beautiful flowers to celebrate National Library Worker week. We're trying something new on our FaceBook page to direct traffic for our Book Recs services site. Aaron has linked staff profiles with their recommended reads.

Barry: Thanked the board for the beautiful flowers.

6. Additions & Deletions

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

Discussion: None

Vote: All in favor

Motion passed

GENERAL OPERATING ACCOUNT / CLARENDON HILLS BANK A/C #8590				
RECIPIENT	INVOICE	NOTE	WPL CODE	AMOUNT
AMAZON	MISCELLANEOUS	SEE ATTACHED	00.0000	\$1,594.70
AMERICAN LIBRARY ASSOCIATION	2080590	PROFESSIONAL MEMBERSHIP	11.4132	\$145.00
A. PANZICA ENTERPRISES, LTD.	897	GENERAL MAINTENANCE	11.4611	\$1,631.25
ARCO PLUMBING CO.	60548	GENERAL MAINTENANCE	11.4611	\$270.00
BAKER & TAYLOR	2034424530	BOOKS - ADULT	11.4211	\$635.70
BAKER & TAYLOR	2034424530	PROCESSING	11.4416	\$47.15
BAKER & TAYLOR	2034427339	BOOKS - ADULT	11.4211	\$320.44
BAKER & TAYLOR	2034427339	PROCESSING	11.4416	\$19.90
BAKER & TAYLOR	2034424513	BOOKS - YOUTH	11.4221	\$532.55
BAKER & TAYLOR	2034424513	PROCESSING	11.4416	\$34.30
BAKER & TAYLOR	2034427282	BOOKS - YOUTH	11.4221	\$98.33
BAKER & TAYLOR	2034427282	PROCESSING	11.4416	\$4.60
BAKER & TAYLOR	2034428870	BOOKS - YOUTH	11.4221	\$10.21
BAKER & TAYLOR	2034428870	PROCESSING	11.4416	\$0.85
CENTER POINT LARGE PRINT	1674882	BOOKS - ADULT	11.4211	\$44.34
F & M TECHNOLOGY SOLUTIONS	INV1096	TECHNOLOGY	11.4655	\$1,017.50
FIRST BANKCARD (WINTRUST)	APRIL 2019	SEE ATTACHED	00.0000	\$2,791.34
GALE/CENGAGE LEARNING	66886547	BOOKS - ADULT	11.4211	\$49.38
GALE/CENGAGE LEARNING	66876963	BOOKS - ADULT	11.4211	\$19.46
GREGG COMMUNICATIONS	38369	TECHNOLOGY	11.4655	\$33.42
GREGG COMMUNICATIONS	38378	TECHNOLOGY	11.4655	\$64.00
KONICA MINOLTA BUSINESS SOLUTIONS	258069145	PHOTOCOPIER & PRINTING	11.4727	\$67.90
KONICA MINOLTA BUSINESS SOLUTIONS	258069496	PHOTOCOPIER & PRINTING	11.4727	\$78.98
KONICA MINOLTA BUSINESS SOLUTIONS	258069146	PHOTOCOPIER & PRINTING	11.4727	\$12.16
LOGSDON OFFICE SUPPLY	1053996-001	CUSTODIAL	11.4415	\$36.99
LOGSDON OFFICE SUPPLY	1053995-001	OFFICE SUPPLIES	11.4411	\$62.29
MIDWEST TAPE	97208799	AV-ADULT	11.4213	\$20.24
MIDWEST TAPE	97212152	AV-ADULT	11.4213	\$30.57
MIDWEST TAPE	97212152	PROCESSING	11.4416	\$2.55
MIDWEST TAPE	97212154	AV-ADULT	11.4213	\$18.74

MIDWEST TAPE	97212154	PROCESSING	11.4416	\$0.85
MIDWEST TAPE	97212155	AV-ADULT	11.4213	\$33.73
MIDWEST TAPE	97212155	PROCESSING	11.4416	\$0.85
MIDWEST TAPE	97212156	AV-ADULT	11.4213	\$272.88
MIDWEST TAPE	97212156	PROCESSING	11.4416	\$10.20
MIDWEST TAPE	97212157	AV-ADULT	11.4213	\$137.19
MIDWEST TAPE	97212157	PROCESSING	11.4416	\$5.10
MIDWEST TAPE	97219346	AV-ADULT	11.4213	\$134.93
MIDWEST TAPE	97219346	PROCESSING	11.4416	\$5.95
MIDWEST TAPE	97219347	AV-ADULT	11.4213	\$12.59
MIDWEST TAPE	97219347	PROCESSING	11.4416	\$0.85
MIDWEST TAPE	97219349	AV-ADULT	11.4213	\$22.49
MIDWEST TAPE	97219349	PROCESSING	11.4416	\$0.85
MIDWEST TAPE	97219400	AV-ADULT	11.4213	\$112.44
MIDWEST TAPE	97219400	PROCESSING	11.4416	\$5.10
MIDWEST TAPE	97216863	AV-ADULT	11.4213	\$26.24
MIDWEST TAPE	97216863	PROCESSING	11.4416	\$2.80
MIDWEST TAPE	97216865	AV-ADULT	11.4213	\$26.24
MIDWEST TAPE	97216865	PROCESSING	11.4416	\$2.80
MIDWEST TAPE	97231931	AV-ADULT	11.4213	\$129.97
MIDWEST TAPE	97231932	AV-ADULT	11.4213	\$39.98
MIDWEST TAPE	97231934	AV-ADULT	11.4213	\$134.97
NORCOMM PUBLIC SAFETY COMMUNICATIONS, INC.	273-125719	FIRE ALARM SYSTEM	11.4624	\$60.00
PETTY CASH	04162019	SEE ATTACHED	00.0000	\$113.33
SCHINDLER ELEVATOR CORPORATION	8105014587	ELEVATOR	11.4622	\$3,325.56
UNIQUE MANAGEMENT SERVICES, INC.	550414	COLLECTION AGENCY SVCS.	11.4818	\$35.80
			TOTAL	\$14,348.53
TOTAL TO BE ADDED TO THE BILLS PRESENTED ON APRIL 16, 2019 =				
\$14,148.53				

7. Treasurer's 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: Parikh moved to approve the Bills and Salaries Report, Carmichael seconded.

Discussion: None

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

Nays: 0

Absent: Fichtel and Booth

Motion passed

9. Unfinished Business

10. New Business

- a. **Board to consider a motion to approve FY20 insurance and workers compensation coverage and premium for \$13,836**
Motion: Delano moved to approve the FY20 insurance and workers compensation coverage and premium for \$13,836, Carmichael seconded.
Discussion: Coen explained that this was a package premium increase of \$317 over FY19. No change in the types of coverage or in our carriers.
Vote: Ayes: Carmichael, Delano, Martens, O'Connor, and Parikh – 5
Nays: 0
Absent: Fichtel and Booth
Motion passed
- b. **Board to consider a motion to approve the FY20 budget**
Motion: O'Connor moved to approve the FY20 budget, Parikh seconded.
Discussion: Coen explained that there were only minor tweaks from the last draft. She also pointed out the new revenue line for natural gas to offset our expenditure.
Vote: Ayes: Carmichael, Delano, Martens, O'Connor, and Parikh – 5
Nays: 0
Absent: Fichtel and Booth
Motion passed
- c. **Board to consider a motion to approve the Resolution Authorizing FY20 Public Library Non-resident Card Participation and Fees**
Motion: Delano moved to approve, Carmichael seconded.
Discussion: Coen explained the procedure for calculating the fee is based on the property tax rate method. Once approved, confirmation of participation is sent to RAILS as required by the State Library.
Vote: Ayes: Carmichael, Delano, Martens, O'Connor, and Parikh – 5
Nays: 0
Absent: Fichtel and Booth
Motion passed
- d. **Board to consider a motion to approve the Interlibrary Loan Policy**
Motion: Parikh moved to approve, Carmichael seconded.
Discussion: Coen reported that there were no recommended changes to the policy at this time as it was recently reviewed in 2017.
Vote: Ayes: Carmichael, Delano, Martens, O'Connor, and Parikh – 5
Nays: 0
Absent: Fichtel and Booth
Motion passed
- e. **Board to consider a motion to approve the Makery Collection and Services Policy**
Motion: Carmichael moved to table this item until the next meeting in May, Parikh seconded.
Discussion: Coen reported that the committee recommended some changes to clarify that the policy relates to makery services and not the circulating collection. It will be presented for approval at the May meeting.
Vote: All in favor
Motion passed
- f. **Board to consider a motion to approve the Photography and Recordings Policy**
Motion: Carmichael moved to approve, Parikh seconded.
Discussion: Coen explained that access to the recordings will only be available to staff on the Persons-in-Charge list. Surveillance recordings have been added to the record retention schedule.
Vote: Ayes: Carmichael, Delano, Martens, O'Connor, and Parikh – 5
Nays: 0

Absent: Fichtel and Booth

Motion passed

11. Executive Session: None

12. Adjournment

Motion: Parikh moved to adjourn at 7:34pm, Carmichael seconded.

All in favor

Motion passed

Respectfully submitted,

Annie Delano

Westmont Public Library Board of Trustees, Secretary