



WESTMONT PUBLIC LIBRARY

428 N Cass Ave, Westmont, IL 60559

630 869 6150

westmontlibrary.org

Providing the community with the keys to lifelong learning.

MINUTES OF THE REGULAR MEETING OF THE LIBRARY BOARD OF TRUSTEES

MAY 19, 2020

1) Call to Order

The meeting was called to order at 7:01p.m. by Board President Jason Fichtel on Tuesday, May 19, 2020 via video conference as authorized by Illinois Governor Pritzker Executive Order 2020-07.

2) Roll Call

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

Absent: None

Staff present: Director Julia Coen, Assistant Director Brittany Smith, and Administrative Assistant Julie Olsen

3) Pledge of Allegiance

4) Approval of Consent Agenda

- a. Minutes of the regular board meeting: April 21, 2020
- b. Communications log: May 2020
- c. Director's report: May 2020

Motion: Martens moved to approve the Consent Agenda, Delano seconded.

Discussion: None

Vote: All in favor

Motion passed

5) Open Forum:

a. **Public:** None

b. **Board:** Secretary Delano stated that she and a friend were both very excited that the library is offering curbside pickup service and has received excellent service. Trustee Carmichael stated that she has been impressed by the staff's organization and efforts put forth to offer curbside service. Trustee Booth shared a text from a friend complementing Youth Services Manager Kristi Miller's timely and helpful responses to her son to assist with navigating the library's online resources. Vice President Martens expressed his appreciation for the informative communications Julia has provided the board. Trustee Parikh thanked the Youth Services staff for the chalk doodles program which his grandchildren were excited to receive. Treasurer O'Connor also shared that his family was very excited for the curbside service.

c. **Director:** Coen accepted the thanks from the Board, but stated that the credit belongs to Assistant Director Smith and Patron Services Manager Biala who have been the ones working hard to make curbside service happen, including developing procedures and training staff. Staff are happy to be busy filling requests for patrons and serving them in this

new way. Patrons are very happy to have the service back and have consistently express their appreciation to staff. She is planning for the next stage of re-opening, which would allow patrons into the building. The expectation would be that this would happen when the region moves to Phase 4 of the Restore Illinois Plan. This would include installing sneeze guards, removing furniture, allowing access to the computer lab while complying with social distancing, and additional disinfecting. She continues to work with neighboring libraries on these plans. Curbside service will continue when the building reopens so we can serve patrons who are not comfortable entering the building. Staff have been appreciative of the Board's support and have been able to work on various projects and training when not reporting for shifts in the building.

- d. **Staff:** Assistant Director Smith reiterated that staff have been enthusiastic about offering new services and getting ready for the next phase. She is continuing to look at ways to improve curbside for patrons and staff.

6) Additions and Deletions

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

Discussion: None

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: Martens moved to approve Bills and Salaries Report, Parikh seconded.

Discussion: Trustee Carmichael noted that SWAN replacement amount appears high this month. Smith explained that this happens every once in a while. The SWAN billing occurs quarterly. When there is a large outlay like this month, it is typically due to a Westmont patron checking out materials at another SWAN library and then never returning them, for which Westmont must reimburse the other library. Smith and Biala double check the report to confirm the amounts payable are correct.

Vote:

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

Nays: 0

Absent: 0

Motion passed

9) Unfinished Business: None

10) New Business:

a. **Election of Officers**

Nominations:

Booth nominated Fichtel for President, Martens seconded

Vote: All in favor

Delano nominated Martens for Vice President, Carmichael seconded

Vote: All in favor

Martens nominated Delano for Secretary, Booth seconded

Vote: All in favor

Martens nominated O'Connor for Treasurer, Parikh seconded

Vote: All in favor

Motions Passed

b. Committee appointments

Fichtel made the following committee appointments:

Finance Committee: O'Connor, Delano, Martens, and Parikh

Bylaws & Policy Committee: Carmichael, Booth, Martens, and Delano

c. Board to consider a motion to approve the regular Board meeting dates for FY21

Motion: Delano moved to approve the Board meeting dates for FY20, Booth seconded.

Discussion: None

Vote:

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

Nays: 0

Absent: 0

Motion passed

d. Appointment of FOIA Officer and OMA Designee

Fichtel appointed Coen to the position of FOIA Officer and Martens as OMA Designee.

e. Board to consider a motion to approve the FY21 Appropriation

Motion: Delano moved to approve the FY21 Appropriation, Carmichael seconded.

Discussion: Coen stated that The Library Board is required by Illinois law to approve a library appropriation within 90 days of the beginning of the fiscal year to be included in the corporate authority's appropriation ordinance. The appropriation sets the legal limit of the amount of money the library can spend in its general fund in the fiscal year. President Fichtel asked if there was a theory of determining the percentage over that budgeted amount that is appropriated. Village Finance Director Spencer Parker explained that the appropriated amount is typically the sum of what funds the library has on hand, plus the expected revenue for the year. Trustee Booth asked if the library is eligible to apply for any of the COVID relief programs and if that is included in the appropriation amount. Coen stated that we are tracking the amount we are spending on COVID so that if any additional relief becomes available, we would apply if we meet the criteria. As of yet, we have not met the thresholds required for eligibility for any of the announced programs but yes, any amount received or expended from relief funds would be included in the appropriated amounts.

Vote:

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

Nays: 0

Absent: 0

Motion passed

11) Adjournment:

Motion: Carmichael moved to adjourn at 7:26p.m., Booth seconded.

All in favor

Motion passed

Respectfully submitted,

Annie Delano

Westmont Public Library Board of Trustees, Secretary