



## WESTMONT PUBLIC LIBRARY

428 N Cass Ave, Westmont, IL 60559  
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westmontlibrary.org

*Providing the community with the keys to lifelong learning.*

### MINUTES OF THE REGULAR MEETING OF THE LIBRARY BOARD OF TRUSTEES JUNE 16, 2020

#### 1) Call to Order

The meeting was called to order at 7:00p.m. by Board President Jason Fichtel on Tuesday, June 16, 2020 via video conference as authorized by Illinois Governor Pritzker Executive Order 2020-07. We have determined that an in person meeting is not practical or prudent because of the public health disaster declaration in Illinois. This virtual meeting is open to all and is also being recorded. In an effort to provide even greater transparency, all votes at this meeting will be taken as roll call votes.

#### 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: May 19, 2020
- b. Minutes of the finance committee meeting: May 19, 2020
- c. Communications log: June 2020
- d. Director's report: June 2020

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

**Discussion:** None

**Vote:**

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

Nays: 0

Absent: 0

**Motion passed**

#### 5) Open Forum:

a. **Public:** None

b. **Board:**

Trustee Parikh commented that his use of curbside pickup has been fantastic and thanked the library staff for all of the library's services. Trustee O'Connor also complimented the curbside pickup service and the informative and comprehensive literature that came with his materials. Trustee Carmichael appreciates the updates that Director Coen has provided to the Board and the work the staff has put into continuing library services.

c. **Director:** Director Coen shared the current plans for re-opening and provided a list of modifications that have been made to the facility in an effort to protect the health of the staff and patrons. Vice President Martens asked if the cleaning staff would be performing special sanitizing in preparation for opening. Director Coen stated that staff has been sanitizing high touch surfaces and will be continuing to do so at two hour intervals during opening hours per OSHA guidelines. Trustee Booth asked if the Adult Services Reference Desk also has sneeze guards installed. Director Coen clarified that the Adult Services Librarians have been relocated to the Main Circulation Desk as there was not a reasonable option to keep them socially distant from patrons with the Reference Desk configuration. Trustee Carmichael asked if all staff are working on site. Assistant Director Smith stated that one part time staff member has taken leave, but all other staff are comfortable with returning to work on site and have done so. Trustee Carmichael inquired whether staff have received any feedback from patrons regarding going fine free. Director Coen and Assistant Director Smith both reported that they have received some positive feedback, but anticipate and increase in feedback once the building re-opens to patrons. Governor Pritzker has signed the Libraries-Cards for Kids Act, which states that a library shall not charge a nonresident fees if the household meets the Department of Agriculture poverty income thresholds and a student lives in the home. The Library has received its Per Capita Grant Letter and has received 100% of anticipated June property tax receipts.

d. **Staff:** None

**6) Additions and Deletions**

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

**Discussion:** None

**Vote:**

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

Nays: 0

Absent: 0

**Motion passed**

**7) Treasurers Report**

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

**Discussion:** None

**Vote:**

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

Nays: 0

Absent: 0

**Motion passed**

**8) Bills and Salaries**

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

**Discussion:**

**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. **Board to consider a motion to approve the FY20 Illinois Public Library Annual Report**

**Motion:** Delano moved to approve the FY20 Illinois Public Library Annual Report, Booth seconded.

**Discussion:** Coen presented the report included in the Board packet. This report is required annually to be filed with the State Library within 60 days of the end of our fiscal year. The report provides a comprehensive picture of the impact that library has on our community. Marketing has put together the one page year in review flyer that is posted on the Library's website [FY2020 Year in Review](#). Coen highlighted the study room use increase, indicating that the renovations have been valued by the community; circulation and visitor counts comparable to fiscal 2019; a high community library card count; and a high program attendance, especially in youth. Secretary Delano asked what accounts for the 44% increase in cardholders. Assistant Director Smith explained that every few years the SWAN system will purge older cards, this occurred last year, and now the library is back to its steady number of card holders; in addition circulation has implemented new renewal reminders, which has prompted patrons to renew as their cards expire instead of waiting until their next trip to the library. Booth commented that the one page year in review flyer makes it an easy way to access the information and she appreciates the work that was put into creating it.

**Vote:**

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

Nays: 0

Absent: 0

**Motion passed**

11) **Executive Session:** None

12) **New Business (continued):** None

13) **Adjournment:**

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

**Discussion:**

**Vote:**

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

Nays: 0

Absent: 0

**Motion passed**

**Respectfully submitted,**

**Annie Delano**

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