



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 AUGUST 18, 2020

1) Call to Order

The meeting was called to order at 7:00p.m. by Board President Jason Fichtel on Tuesday, August 18, 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 meeting is open to all and is also being recorded. In order to provide even greater transparency, all votes at this meeting will be roll call votes.

2) Roll Call

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

Absent: Trustee Heather Booth and Trustee Rajesh Parikh

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: July 21, 2020
- b. Communications log: August 2020
- c. Director's report: August 2020

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

Discussion: None

Vote:

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

Nays: 0

Absent: Booth and Parikh - 2

Motion passed

5) Open Forum:

a. **Public:** None

b. **Board:** Trustee Carmichael is looking forward to the scavenger hunt. Treasurer O'Connor asked if the website visits are accurate in the Director's Report and asked for clarification on what an impact fee is as referenced on the budget. Director Coen will double check the accuracy of the website visits numbers. Village of Westmont Finance Director Spencer Parker explained that an impact fee is an amount collected from a developer to offset the impact of a new development prior to the onset of collection of real estate taxes from the new development.

- c. **Director:** Director Coen shared the Director's report, noting that she and staff are frequently looking at statistics to see how the library is doing since reopening in part to determine if any changes need to be made to services and service hours. Coen also reported that the back-to-school section of the website has now gone live and is featured on the library's homepage.
- d. **Staff:** Assistant Director Smith provided more detail on the process that will be used to update the back-to-school section of the website to ensure that it is serving the needs of the community.

6) Additions and Deletions

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

Discussion: None

Vote:

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

Nays: 0

Absent: Booth and Parikh - 2

Motion passed

7) Treasurers Report

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

Discussion: Parker clarified that approximately 75% of the impact fees received are from the project located at 1 W. Quincy Ave.

Vote:

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

Nays: 0

Absent: Booth and Parikh - 2

Motion passed

8) Bills and Salaries

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

Discussion: None

Vote:

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

Nays: 0

Absent: Booth and Parikh - 2

Motion passed

9) Unfinished Business:

None

10) New Business:

- a. **Board to report on the need for confidentiality for executive session minutes as to all or part of those minutes or (2) that the minutes or portions thereof no longer require confidential treatment and are available for public inspection.**

Information: At the July Board meeting the Library Board reviewed executive session minutes to determine the need for confidentiality or determine that the minutes or portions of minutes are available for public viewing. During said executive session, the Library Board determined that all minutes need to remain confidential.

- b. **Board to consider a motion to approve the destruction of executive session recordings from July 17, 2018**

Information: Under the Open Meetings Act, the public body can approve destruction of executive session recordings if the meetings have approved minutes and are older than 18 months. Both of these criteria are met for the recording listed above.

Motion: Delano moved to approve the destruction of executive session recordings from July 17, 2018, Carmichael seconded.

Discussion: Director Coen clarified that the recordings under consideration for destruction meet both of the necessary criteria: the meeting has approved minutes and the recordings are older than 18 months.

Vote:

Ayes: Booth, Carmichael, Delano, Martens, O'Connor and Fichtel -- 5

Nays: 0

Absent: and Parikh - 2

Motion passed

11) Adjournment of regular session:

Motion: Martens moved to adjourn to executive session at 7:23p.m., Delano seconded.

Discussion: None

Vote:

Ayes: Booth, Carmichael, Delano, Martens, O'Connor and Fichtel -- 5

Nays: 0

Absent: and Parikh - 2

Motion passed

Respectfully submitted,

Annie Delano

Westmont Public Library Board of Trustees, Secretary