



WESTMONT PUBLIC LIBRARY

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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 NOVEMBER 17, 2020

1) Call to Order

The meeting was called to order at 7:00p.m. by Board President Jason Fichtel on Tuesday, November 17, 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 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: October 20, 2020
- b. Communications log: November 2020
- c. Director's report: November 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 Booth liked seeing the staff anniversaries included in the Director's report.
- c. **Director:** Staff are doing well, management has made sure lines of communication are open and that we ask for and openly accept feedback from staff.
- d. **Staff:** None

6) Additions and Deletions

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

Discussion:

Vote:

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

Nays: 0

Absent: 0

Motion passed

8) Bills and Salaries

Motion: Martens moved to approve Bills and Salaries Report, Delano 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 FY20 audit and management letter

Information: Sikich has conducted our annual audit and presented the final report and management letter. Once approved, the audit will be readily available on our website and uploaded to the State Comptroller website as required by law.

Motion: Booth moved to approve the FY20 audit and management letter, Carmichael seconded.

Discussion: Vice President Martens asked for clarification regarding the management analysis under required supplementary information on page 2 of the auditor's report, whether this is something that must be done, has been done or will be done. Village of Westmont Director of Finance Spencer Parker explained that this is not something that is required or has been done by the Library in the past several years. Trustee Parikh asked what would need to be provided to remove the auditor's statement. Director of Finance Parker explained what the Village of Westmont typically provides, and offered to investigate what it would require from the Library to prepare a similar report, but questioned the value of doing so given the straightforward nature of the Library's financial statement. Parker also stated that he would provide the Village's Management Discussion and Analysis to Director Coen to share with the Board so that the Board can decide if they'd think it would be valuable to add to the audit. Trustee Parikh stated that it reads as though the Library has not done something that they are required to do, noted that this statement was not in last year's audit, and asked if the accounting standards had changed. Village Director of Finance Parker said he would speak to the auditors to see if they can make any change to the language to address the concern and would follow-up with more information.

Vote:

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

Nays: 0

Absent: 0

Motion passed

b. Board to discuss the FY21 Per Capita Grant application requirements

Information: The deadline for the grant application is March 15, 2021. To be eligible, the Library must provide services that either meet or show progress toward meeting the standards listed in Serving Our Public 4.0: Standards for Illinois Public Libraries ©Illinois Library Association.

Discussion: Director Coen stated that the application deadline has been extended from January to March, as the material to review is on backorder. She will supply the Board with copies once available.

c. Discussion of library service plans during COVID resurgence and approval of a list of essential services

Discussion: Director Coen summarized Governor Pritzker's Tier 3 mitigation guidance and compared the current situation with the situation in the spring. Director Coen also shared the thought process that area Library Directors are using to determine what services to offer. Director Coen stated that she wants the Library to be a responsible employer and community organization that is part of the solution, but also provide core services to our patrons. Director Coen's recommendation is to go back to curbside with one hour computer lab appointments for residents only and notary services by appointment. President Fichtel asked if we remained open for computer appointments, if a staff member would need to be present behind the desk. Director Coen responded that a staff member would need to be present to direct the patron to the computer that they have reserved. President Fichtel also asked what the overall building capacity is. Director Coen answered that overall building capacity with social distancing is 60 but that staff have been monitoring the busier areas of the library to ensure those areas don't go over capacity since that is more of a concern. Treasurer O'Connor asked if we would still offer browsing. Director Coen stated that is one option that we could do, however if we went to curbside only, browsing would not allowed. Trustee Parikh asked how the staff feels about allowing patrons in the building to browse. Director Coen shared that staff have given feedback that they trust the administration, however that was a week ago, before the current spike in positivity and case rates. Secretary Delano noted that patrons will still have access to our collections if we go curbside only, just how they request and receive material will be different. The Trustees voiced support for the model recommended by Director Coen. President Fichtel asked if patrons have been disinfecting the computers before and after use, as requested by our signs. Director Coen explained the procedures we have in place minimize the risk of transmission, staff are not disinfecting the computers and we have asked staff to keep their interactions with patrons in the lab limited. If we allow 1 hour appointments, the lab would be self-service. Director Coen also stated that we will continue to monitor and will adapt our service model if required. Trustee Carmichael asked if any libraries are closing completely. Director Coen reported that the only one she is aware of is Oak Park, but they are in Cook County.

Director Coen then asked the Board to consider and approve a list of essential services. If the Governor were to issue further guidance and order all non-essential business to cease, then we, as a local government unit, would have the authority to continue to offer the services we have determined to be essential. Deeming a service essential does not require the Library provide those services, only to provide them if it is safe and reasonable to do so. Trustee Carmichael asked how staff is protected when providing curbside. Director Coen explained the procedures for the curbside runner to minimize contact. Treasurer O'Connor asked for an explanation of notary services provided. Director Coen listed some of the most common documents that need to be notarized, shared that many patrons had a difficult time finding a notary when the Library was closed earlier this year and explained the procedures taken to minimize risk. Trustee Booth commented that when considering what the Library's essential services are, the Board should be considering a larger context than the lens of the pandemic, and that essential services are things the Library should provide whenever it is possible to do so in a safe and reasonable manner.

Motion: Trustee Booth moved to approve a list of essential services for the library including access to library resources, access to the internet, and access to notary services with the list being subject to modification and/or termination at the discretion of the Library Director at any time based on emerging health guidance and data, Carmichael seconded.

Vote:

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

Nays: 0

Absent: 0

Motion passed

11) Adjournment

Motion: Martens moved to adjourn at 8:10p.m., Carmichael seconded.

Discussion: None

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