



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

MAY 18, 2021

1) Call to Order

The meeting was called to order at 7:01 p.m. by Board President Jason Fichtel on Tuesday, May 18, 2021 at the Westmont Public Library.

2) Roll Call

Present: Trustee Elaine Carmichael, Secretary Annie Delano, Treasurer Kerry O'Connor, Trustee Rajesh Parikh and President Jason Fichtel.

Absent: Trustee Heather Booth

Staff present: Director Julia Coen, Assistant Director Brittany Smith, Manager of Patron and Materials Services Marcy Biala and Administrative Assistant Julie Olsen

3) Pledge of Allegiance

4) Swearing in of elected Trustees

Biala swore in the re-elected Trustees, Annie Delano and Kerry O'Connor

5) Roll Call of the New Library Board

Present: Trustee Elaine Carmichael, Secretary Annie Delano, Treasurer Kerry O'Connor, Trustee Rajesh Parikh, and President Jason Fichtel.

Absent: Trustee Heather Booth

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

6) Approval of Consent Agenda

- a. Minutes of the regular board meeting: April 20, 2021
- b. Minutes of the policy committee meeting: April 20, 2021
- c. Communications log: May 2021
- d. Director's report: May 2021

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

Discussion: None

Vote: All in favor

Motion passed

7) Open Forum:

a. **Public:** Nothing.

b. **Board:** Parikh expressed his pleasure to be back in person. O'Connor thanked Alex Carlson for keeping the virtual trivia going. Delano also expressed her gratitude to be back in person. Carmichael thanked everyone for their efforts in successfully getting the Board through the pandemic.

- c. **Director:** We do not have our date for the ComEd transformer work, so we do not know when the library will be without power and be closed. On July 5, typically an observed holiday for Independence Day, the Library will be open and staff will receive a floating holiday to be taken in the month of July. The new Adult Services desk has arrived and the old one will be taken away soon. Our plan is to continue to follow IDPH and CDC guidance on masks; we have placed an additional sign for the youth area strongly encouraging masks for the protection of patrons of all ages. Staff are required to be masked at all times.
- d. **Staff:** Smith stated that Adult Services is looking forward to being out at the desk. Sheila H. will be retiring at the end of May, her vacated position has been posted. One new Adult Services librarian will be starting in June 7, and a second on July 5.

8) Additions and Deletions

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

Discussion:

Vote: All in favor

Motion passed

9) Treasurers Report

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

Discussion: None

Vote: All in favor

Motion passed

10) Bills and Salaries

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

Discussion: None

Vote:

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

Nays: 0

Absent: Booth -- 1

Motion passed

11) Unfinished Business: None.

12) New Business:

a. Elections of Officers

Nominations:

Parikh nominated Fichtel for President, Carmichael seconded

Vote: All in favor

O'Connor nominated Delano for Vice President, Parikh seconded

Vote: All in favor

O'Connor nominated Booth for Secretary, Carmichael seconded

Vote: All in favor

Parikh nominated O'Connor for Treasurer, Delano seconded

Vote: All in favor

Motions Passed

b. Committee appointments

Fichtel made the following committee appointments:

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

Bylaws & Policy Committee: Booth, Carmichael, Delano, Parikh

c. Board to consider a motion to approve the regular Board meeting dates for FY22

Motion: Delano moved to approve the Board meeting dates for FY22, Carmichael seconded.

Discussion: Carmichael confirmed all dates are accurate.

Vote:

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

Nays: 0

Absent: Booth --1

Motion passed

d. Appointment of FOIA Officer and OMA Designee

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

e. Board to consider a motion to approve the FY22 Appropriation

Motion: Delano moved to approve the FY22 Appropriation, O'Connor seconded.

Information: 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.

Discussion: Coen presented the FY22 Appropriation. Fichtel asked if the appropriation can be increased. Spencer Parker, Village of Westmont Assistant Village Manager and Finance Director responded that yes, with a super majority vote, and in specific circumstances, the Board may increase the appropriation. O'Connor asked if the subcategories and the total are both binding. Coen responded that she has been advised by our attorneys that yes, both are binding. Carmichael asked if the levy was more restrictive and asked how the appropriation and levy relate. Parker responded yes, and explained the differences between the levy and appropriation.

Vote:

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

Nays: 0

Absent: Booth - 1

Motion passed

f. Board to consider a motion to approve the Doland Engineering proposal for engineering services in the amount of \$7,840 for the parking lot resurfacing project

Motion: O'Connor moved to approve the Doland Engineering proposal for engineering services in the amount of \$7,840 for the parking lot resurfacing project, Carmichael seconded.

Discussion: Coen provided an update and status of the parking lot resurfacing and detailed the services that Doland would provide under the proposal.

Vote:

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

Nays: 0

Absent: Booth - 1

Motion passed

g. Board to consider a motion to approve the Rethink Owner Solutions proposal for construction management services for an amount not to exceed \$9,000 for the parking lot resurfacing project

Motion: Delano moved to approve the Rethink Owner Solutions proposal for construction management services for an amount not to exceed \$9,000 for the parking lot resurfacing project, O'Connor seconded.

Discussion: Delano pointed out that the company name needs to be updated in paragraph 2. Coen stated that she would have the proposal updated before signing.

Vote:

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

Nays: 0

Absent: Booth - 1

Motion passed

13) Adjournment:

Motion: Carmichael moved to adjourn at 7:32 p.m., Booth seconded.

All in favor

Motion passed

Respectfully submitted,

Julie Olsen

Westmont Public Library Administrative Assistant

on behalf of Annie Delano, Westmont Public Library Board of Trustees, Secretary