



WESTMONT PUBLIC LIBRARY

428 N Cass Ave, Westmont, IL 60559
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Providing the community with the keys to lifelong learning.

MINUTES OF THE REGULAR MEETING OF THE LIBRARY BOARD OF TRUSTEES FEBRUARY 15, 2022

1) Call to Order

The meeting was called to order at 7:01 p.m. by Board President Jason Fichtel on Tuesday, February 15, 2022 at the Westmont Public Library.

2) Roll Call

Present: Secretary Heather Booth, Vice President Elaine Carmichael, Trustee Melissa Donoghue, Trustee Beth Krotiak, Treasurer Kerry O'Connor, Trustee Joanne O'Malley, and President Jason Fichtel

Absent: none

Staff present: Director Julia Coen, Interim Assistant Manager of Adult Services Natalie DeJonghe, and Administrative Assistant Julie Olsen

3) Pledge of Allegiance

4) Approval of Consent Agenda

- a. Minutes of the regular board meeting January 18, 2022
- b. Minutes of the policy committee meeting January 18, 2022
- c. Communications log January 2022
- d. Director's report February 2022

Motion: Booth moved to approve the Consent Agenda, Donoghue seconded.

Discussion:

Vote: All in favor

Motion passed

5) Open Forum:

- a. **Public:** As a point of follow up to discussion during the earlier finance committee meeting, Spencer Parker, Village of Westmont Assistant Village Manager and Director of Finance, reported that the Library received \$3,702.40 in impact fees from the 1 West Quincy project.
- b. **Board:** Booth informed the board that a number of book challenges are currently occurring across the nation. O'Connor congratulated Coen for 15 years of employment with the Library and recommended French storytime on the Library's YouTube channel. Carmichael enjoyed the Cordia storytime recordings. Fichtel congratulated the Westmont community on completing the 1000 books read challenge.
- c. **Director:** Coen updated the Board on the second floor renovation planning process and reiterated the procedure for determining a Library closure due to inclement weather.
- d. **Staff:** Nothing.

6) Additions and Deletions

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

Discussion:

Vote: All in favor

Motion passed

7) Treasurers Report

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

Discussion: None

Vote: All in favor

Motion passed

8) Bills and Salaries

Motion: Booth moved to approve Bills and Salaries Report, Donoghue seconded.

Discussion: None

Vote:

Ayes: Booth, Carmichael, Donoghue, Krotiak, O'Connor, O'Malley, and Fichtel -- 7

Nays: 0

Absent: none

Motion passed

9) Unfinished Business: None

10) New Business:

a. Staff report on the local newspaper digitization project

Discussion: Coen introduced Natalie DeJonghe and provided a background of the digitization project. DeJonghe provided an overview of the Library's local newspaper collection and the anticipated timeline for the project. She also provided an example of a scanned issue and shared that the digital copies will be housed on the Illinois Digital Archives of the Illinois State Library. She discussed issues of copyright, maintaining the current archived issues of the newspaper, and the process for digitizing future issues. The plan is to have a program in the fall or winter to introduce the patrons to the digital collection, with the collection linked to the card catalog.

Interim Assistant Manager of Adult Services DeJonghe left the room at 7:25 p.m.

b. Board to consider a motion to approve the executive session minutes from July 20, 2021, September 21, 2021, and October 5, 2021

Motion: Booth moved to approve the executive session minutes from July 20, 2021, September 21, 2021, and October 5, 2021, Krotiak seconded.

Discussion: None

Vote:

Ayes: Booth, Carmichael, Donoghue, Krotiak, O'Connor, O'Malley, and Fichtel -- 7

Nays: 0

Absent: 0

Motion passed

c. Board to report on the need for confidentiality for all executive session minutes

Information: The Illinois Open Meetings Act requires that the Library Board periodically review executive session minutes and report on their determination for continued confidentiality.

Discussion: Fichtel reported that the Board has determined that there is a need for continued confidentiality for all executive session minutes.

- 11) Executive Session:** According to 5 ILCS 120/2 the Board may move to go into executive session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees to the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. However, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with this Act.

Motion: Booth moved to adjourn to Executive Session at 7:27pm citing 5 ILCS 120/2, Donoghue seconded.

Discussion: None

Vote:

Ayes: Booth, Carmichael, Donoghue, Krotiak, O'Connor, O'Malley, and Fichtel -- 7

Nays: 0

Absent: 0

Motion passed

- 12) Resume Open Session at 8:33pm**

Roll Call

Present: Secretary Heather Booth, Trustee Elaine Carmichael, Trustee Melissa Donoghue, Treasurer Kerry O'Connor, Trustee Joanne O'Malley, and President Jason Fichtel

Absent: none

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

- 13) New Business (cont.):**

d. Board to report on Executive Session

Discussion: Fichtel reported that the Board completed its review of Director Coen in Executive Session and intends to take action at the March Board meeting to increase Coen's salary.

- 14) Adjournment:**

Motion: Booth moved to adjourn at 8:34 p.m., Donoghue seconded.

All in favor

Motion passed

Respectfully submitted,

Heather Booth

Westmont Public Library Board of Trustees, Secretary