



WESTMONT PUBLIC LIBRARY

428 N Cass Ave, Westmont, IL 60559
630 869 6150
westmontlibrary.org

Providing the community with the keys to lifelong learning.

MINUTES OF THE REGULAR MEETING OF THE LIBRARY BOARD OF TRUSTEES

APRIL 19, 2022

1) Call to Order

The meeting was called to order at 7:03 p.m. by Board President Jason Fichtel on Tuesday, April 19, 2022 at the Westmont Public Library.

2) Roll Call

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

Absent: Trustee Melissa Donoghue

Staff present: Director Julia Coen and Administrative Assistant Julie Olsen

3) Pledge of Allegiance

4) Approval of Consent Agenda

- a. Minutes of the regular board meeting March 29, 2022
- b. Communications log March 2022
- c. Director's report April 2022

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

Discussion: None

Vote: All in favor

Motion passed

5) Open Forum:

- a. **Public:** None
- b. **Board:** Booth congratulated Spencer Parker, Assistant Village Manager and Finance Director, for being recognized by the Village for his public service; she was pleased to see all of the happy families walking out of a Library program with their painted birdhouses. Carmichael announced that the community awards dinner is April 28.
- c. **Director:** Coen announced that the May meeting is considered the annual meeting with officer elections and committee appointments to occur. She provided an update on the Assistant Director hiring progress. She thanked Public Works for landscaping and tree work on the Library property.
- d. **Staff:** Olsen pointed out the new recycling and waste bins and the new 3D printer; and presented the Board with a thank you card from staff for the flowers for Library Worker Appreciation Day.

6) Additions and Deletions

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

Discussion: Krotiak asked what the \$27,000 item was for. Olsen answered that it is for the newspaper digitization project. Booth asked how the project is going. Olsen answered that all the papers have been scanned in and the digital files have been received, but they have not yet been uploaded to the Illinois Library where they will be housed on their digital archives.

Vote: All in favor

Motion passed

7) Treasurer's Report

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

Discussion: none

Vote: All in favor

Motion passed

8) Bills and Salaries

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

Discussion: Fichtel voiced his dismay with the TSYS fees charged for closing one of the Library's accounts.

Vote:

Ayes: Booth, Carmichael, Krotiak, O'Connor, O'Malley, and Fichtel -- 6

Nays: 0

Absent: Donoghue -- 1

Motion passed

9) Unfinished Business: None

10) New Business:

a. Board to consider a motion to approve FY23 insurance premium and workers compensation coverage for \$15,563

Motion: O'Connor moved to approve FY23 insurance premium and workers compensation coverage for \$15,563, Booth seconded.

Information: This a package premium increase of \$667 over FY22

Discussion: Coen presented an overview of the coverage, stating that coverage is the same as prior years. She also shared that she received another quote, but it was significantly more expensive. O'Malley asked if we have any claims in the recent past. Coen responded that we have not had any in the most recent five years. Krotiak asked if there is insurance for directors and officers. Coen responded yes, and we have the amount required by law. O'Malley asked if there is cyber coverage. Coen explained that there is a minimal amount of coverage included in the policies, in the amount required by the IGA with the Village, and that the digital catalog is provided by SWAN, who has the liability and cyber coverage for it.

Vote:

Ayes: Booth, Carmichael, Krotiak, O'Connor, O'Malley, and Fichtel -- 6

Nays: 0

Absent: Donoghue -- 1

Motion passed

b. Board to consider a motion to approve the FY23 Budget

Motion: Booth moved to approve the FY23 Budget, O'Malley seconded.

Discussion: Coen presented the changes to the Budget from the previous draft. O'Connor stated that the budget looks great and that he appreciates the detail, he also asked if we already know the CPI for next year as stated on page 6 in the notes under Miscellaneous Expenses. Coen said yes, the CPI is already known at 6.9%, but we are tax capped at 5%.

Vote:

Ayes: Booth, Carmichael, Krotiak, O'Connor, O'Malley, and Fichtel -- 6

Nays: 0

Absent: Donoghue -- 1

Motion passed

c. Board to consider a motion to approve the Resolution Authorizing FY23 Public Library Non-resident Card Participation and Fees

Motion: Booth moved to approve the Resolution Authorizing FY23 Public Library Non-resident Card Participation and Fees, Krotiak seconded.

Information: The Library Board is legally required to decide annually whether the Library will participate in the State's non-resident fee program and inform the regional system (RAILS) about the Board's action within 30 days. The proposed resolution states that the Library would use the tax fee method to determine non-resident fees for Library use.

Discussion: Coen explained the options the Library can use to determine the fees, and noted the resolution includes the same method as the Library has used historically. O'Malley asked how children know that they are eligible to receive a free Library card. Coen explained the outreach that Library staff has done with the local schools to reach those children.

Vote:

Ayes: Booth, Carmichael, Krotiak, O'Connor, O'Malley, and Fichtel -- 6

Nays: 0

Absent: Donoghue -- 1

Motion passed

d. Board to consider a motion to approve the Identity Protection Policy

Motion: Booth moved to approve the Identity Protection Policy, Carmichael seconded.

Discussion: Booth shared the discussion from the committee meeting, and shared that the committee is recommending the policy as presented.

Vote:

Ayes: Booth, Carmichael, Krotiak, O'Connor, O'Malley, and Fichtel -- 6

Nays: 0

Absent: Donoghue -- 1

Motion passed

e. Board to consider a motion to approve the Outdoor Digital Sign Policy

Motion: Booth moved to approve the Outdoor Digital Sign Policy, O'Malley seconded.

Discussion: Booth shared the discussion from the committee meeting, and shared that the committee is recommending the policy as presented.

Vote:

Ayes: Booth, Carmichael, Krotiak, O'Connor, O'Malley, and Fichtel -- 6

Nays: 0

Absent: Donoghue -- 1

Motion passed

f. Board to consider a motion to approve the Volunteer and Community Service Policy

Fichtel announced the committee decided to table the review and approval of the policy to the next policy meeting in September.

11) Adjournment:

Motion: Booth moved to adjourn at 8:02 p.m., Carmichael seconded.

All in favor

Motion passed

Respectfully submitted,

Heather Booth

Westmont Public Library Board of Trustees, Secretary