



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 17, 2022

1) Call to Order

The meeting was called to order at 7:01 p.m. by Board President Jason Fichtel on Tuesday, May 17, 2022 at the Westmont Public Library.

2) Roll Call

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

Absent: Vice President Elaine Carmichael, and 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 April 19, 2022
- b. Minutes of the policy committee meeting April 19, 2022
- c. Communications log April 2022
- d. Director's report May 2022

Motion: Booth moved to approve the Consent Agenda, O'Malley seconded.

Discussion: None

Vote: All in favor

Motion passed

5) Open Forum:

- a. **Public:** none
- b. **Board:** Krotiak attended the ILA training session on budgeting and appropriations, learned a lot from it, and recommends it.
- c. **Director:** Coen gave an overview of the cash flow analysis report and the capital outlay report included in the finance committee meeting packet. Krotiak asked if the beginning cash balance was the actual number. Coen answered yes and explained how the cash balance on the Balance Sheets report includes special reserves funds. Once that is deducted the cash balance is used as the beginning cash balance on the report. Coen requested feedback from the Board regarding the second floor renovation phasing and proposed budget amount. Krotiak asked if it makes fiscal sense to front load the costs. Coen explained the benefits of doing so. O'Connor asked if Coen's recommendation is to spend \$390,000 in fiscal 2023. Coen responded yes. Fichtel confirmed that the first floor renovation budget was also front loaded. Based upon feedback, Coen will bring the renovation budget to the Board for approval in June or possibly July.

Coen also shared that the summer reading will begin on June 1, and that June 1 will be the first day for our new Assistant Director, Colleen Seisser.

- d. **Staff:** Olsen pointed out the new poster printer. Krotiak asked if patrons would also be allowed to use it. Coen responded yes, and that staff is evaluating a cost analysis and comparing with other libraries' fees to determine pricing.

6) Additions and Deletions

Motion: Booth moved to include Additions and Deletions with Bills and Salaries, O'Malley seconded.

Discussion:

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, Krotiak seconded.

Discussion: none

Vote:

Ayes: Booth, Krotiak, O'Connor, O'Malley, and Fichtel -- 5

Nays: 0

Absent: Carmichael and Donoghue -- 2

Motion passed

9) Unfinished Business: None

10) New Business:

a. Election of Officers

Booth nominated Fichtel for President, O'Connor seconded

Vote: All in favor

O'Malley nominated Carmichael for Vice President, Booth seconded

Vote: All in favor

Booth nominated O'Connor for Treasurer, O'Malley seconded

Vote: All in favor

O'Connor nominated Booth for Secretary, O'Malley seconded

Vote: All in favor

Motions Passed

b. Committee appointments

Fichtel made the following committee appointments:

Finance Committee: O'Connor, Carmichael, Donoghue, and Krotiak

Bylaws & Policy Committee: Booth, Donoghue, Carmichael, and O'Malley

c. Board to consider a motion to approve the regular Board meeting dates for FY23

Motion: Booth moved to approve the regular Board meeting dates for FY23, Krotiak seconded.

Discussion: none

Vote:

Ayes: Booth, Krotiak, O'Connor, O'Malley, and Fichtel -- 5

Nays: 0

Absent: Carmichael and Donoghue -- 2

Motion passed

d. Appointment of FOIA Officer and OMA Designee

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

e. Board to consider a motion to approve the FY23 Appropriation

Motion: Booth moved to approve the FY23 Appropriation, O'Malley 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 provided an overview of the proposed appropriation and explained that we typically appropriate between 20-30% over the budget. Parker commented that the Village does the same.

Vote:

Ayes: Booth, Krotiak, O'Connor, O'Malley, and Fichtel -- 5

Nays: 0

Absent: Carmichael and Donoghue -- 2

Motion passed

11) Adjournment:

Motion: Krotiak moved to adjourn at 7:29 p.m., O'Malley seconded.

All in favor

Motion passed

Respectfully submitted,

Heather Booth

Westmont Public Library Board of Trustees, Secretary