



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 OCTOBER 18, 2022

1) Call to Order

The meeting was called to order at 7:00 p.m. by Board President Jason Fichtel on Tuesday, October 18, 2022 at the Westmont Public Library.

2) Roll Call

Present: Secretary Booth, Vice President Elaine Carmichael, Trustee Melissa Donoghue, Trustee Krotiak, Treasurer Kerry O'Connor (arrived 7:03 p.m.), Trustee Joanne O'Malley, and President Jason Fichtel

Absent: None

Also present: Assistant Village Administrator Spencer Parker

Staff present: Director Julia Coen, Assistant Director Colleen Seisser, and Administrative Assistant Michelle Mahlan

3) Pledge of Allegiance

4) Approval of Consent Agenda

- a. Minutes of the regular board meeting September 20, 2022
- b. Minutes of the policy committee meeting September 20, 2022
- c. Communications log September 2022
- d. Director's report October 2022

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

Discussion: None

Vote: All in favor

Motion passed

5) Open Forum:

a. Public: None

b. Board: Booth is going to the Illinois Library Association (ILA) conference on Thursday. Carmichael noted that it's National Friends of the Library (FOL) Week. The past president of Westmont's FOL is urging Carmichael and fellow board members to join FOL. Coen noted that FOL membership information is available on the Library website. O'Malley will also be going to the ILA conference on Trustee Day and Krotiak will be stopping in to tour the exhibit hall. Booth will also be at ILA and will be moderating a panel on Thursday.

c. Director: Coen will be attending ILA on Trustee Day. The walk-through for the Bid process took place on October 18 with several contractors in attendance. The bid opening is November 9 at 2:00 p.m. The lowest responsible bidders will be vetted by our construction manager and recommendations will be forthcoming on the November Board agenda. The Library is an early voting Site from October 24 through November 7. Wicked West Fest in Downtown Westmont is October 22 and the pumpkin-smashing contest will be held from 10:30-11:30 a.m. Coen asked the trustees to let her

know if they are unable to attend the December 20 Board meeting so that the date can be changed if necessary. Booth said she would throw the pumpkin if O'Connor is unable to make it to the Wicked West Fest.

- d. **Staff:** Seisser noted that Library staff had a staff in-service on September 29. Training topics included active shooter training and dementia-friendly training. Coen presented new culture statements to staff and Seisser provided an update on sustainability efforts. Staff were also provided with results from the patron surveys from earlier this year and those results, along with staff feedback, will be presented to the Board in the next months.

6) Additions and Deletions

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

Discussion: None

Vote: All in favor

Motion passed

7) Treasurer's Report

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

Discussion: None

Vote: All in favor

Motion passed

8) Bills and Salaries

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

Discussion: None

Vote:

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

Nays: 0

Absent:

Motion passed

9) Unfinished Business: None

10) New Business:

a. Board to consider a motion to approve the Conflict of Interest Policy

Discussion: Carmichael explained that that staff will be revising the policy to further define "family" and will be presenting the Board with the revised policy to review at the November Board Meeting.

b. Board to consider a motion to approve FY24 levy request resolution in the amount of \$2,202,878

Motion: Booth moved to approve FY24 levy request resolution in the amount of \$2,202,878, Carmichael seconded.

Discussion: Coen referred to the resolution and calculation sheet included in the Board packet. The levy request is calculated using the CPI plus new construction. CPI is 5% and new construction is an actual value provided by the township as added revenue. When the CPI is over 5%, the Truth in Taxation rules must be followed. The Village of Westmont is also levying for more than 5% and will hold a public hearing regarding the levy request and Coen will attend. Coen noted that the levy amount can be lowered but you can't recapture money if you levy for a lower amount. We get the final numbers from the County in March and the Board makes the final determination at that point. The levy request is for FY24 and this is the initial step in the process. Fichtel added that the increase is higher than previous years but as discussed last year, it was known that CPI was going to be high. Coen agreed and noted that inflation hit us last year so capturing the higher CPI will help offset that. Booth commented that the number for construction seems high. Parker noted that it varies each year but the construction is actually a little lower than last

year's number. Fichtel and Carmichael commented that the levy process is clearer under Illinois Property Tax Extension Limitation Law (PTELL).

Vote:

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

Nays: 0

Absent:

Motion passed

11) Adjournment:

Motion: Carmichael moved to adjourn at 7:24 p.m., O'Malley seconded.

All in favor

Motion passed

Respectfully submitted,

Heather Booth

Westmont Public Library Board of Trustees, Secretary