



WESTMONT PUBLIC LIBRARY

Providing the Community Keys to Lifelong Learning

428 North Cass Avenue, Westmont, Illinois 60559

630.969.5625 www.westmontlibrary.org

REGULAR MEETING OF THE BOARD OF TRUSTEES

APRIL 16, 2013

MINUTES

The meeting was called to order at 7:08 P.M. by Elaine Carmichael, Vice President of the Board, at the Westmont Public Library.

Roll Call:

Present: C. Gorman, J. Martens, S. Scheid, M. Stern and E. Carmichael

Absent: A. Porter, J. Fichtel

Also present: C. Kuhn, Library Director, J. Coen, Assistant Library Director, T. Barry, Administrative Assistant and A. Richards, Accountant

Pledge of Allegiance

Consent Agenda

Martens moved to approve the Consent Agenda, Stern seconded. All in favor, motion passed.

Open Forum:

a. **Public** – A. Richards was in attendance to answer any questions, as needed.

b. Trustees

Scheid: Congratulations Megan on your re-election as Trustee.

Martens: Congratulations Megan. Enjoyed helping out with Patron Appreciation Day and fun responses from patrons.

Stern: Thanks for the congratulations. Standard Market Open House on Saturday, 27th. Stern also mentioned writing to Megan P., the other candidate for trustee, to invite her in for some specific volunteer opportunities.

Carmichael: Congratulations Megan. Also enjoyed helping out with the Patron Appreciation Day in the Library, watching patrons and staff. Special Events Open House on April 18th at the Westmont Centre. Doug has another free concert on April 21st at Gloria Day to recognize Scholarship Day.

- c. **Staff – Coen** – Also helped at the Patron Appreciation Day yesterday and enjoyed interacting with happy patrons. Thanks to Kate Buckson who did a great job putting that together. Today was Staff Appreciation Day and staff appreciated the delicious food from J. Fleming’s Absolutely Delicious restaurant.
- d. **Director:** Kuhn - Shared some of the writings on the keys from Patron Appreciation Day which were all complimentary. Thank you to Kate Buckson.

Kuhn enjoyed attending the regional meeting of the College of DuPage advisory board this morning where different ways were discussed to expose/share their continuing education; re-certification programs to different groups within the community. Mark your calendar for another COD President’s Event dinner that will take place in the fall. Kuhn and Gorman attended last year.

Kuhn said notes from that SWAN meeting would be available soon and that the next meeting would be held on Friday, April 19th. Kuhn and Carmichael attended the VOW board meeting last night and were pleased the Mayor proclaimed it National Library Week. The Proclamation was on-site.

Additions & Deletions:

GENERAL AC-COUNT / CLARENDON HILLS BANK A/C #8590					
RECIPIENT	CHECK	MEMORANDUM	NOTE	WPL CODE	AMOUNT
APPLE BOOKS		INVOICE 97157	YOUTH - BOOKS	11.4221	\$170.64
AUDIO GO		INVOICE 484113	ADULT - AV	11.4213	\$120.00
BAKER & TAYLOR		MISCELLANEOUS INVOICES	SEE ATTACHED	00.0000	\$2,244.36
BONNETT, MARY		INVOICE 04082013-KB	PROGRAM 04232013	11.4501	\$200.00
BRODART		MISCELLANEOUS INVOICES	SEE ATTACHED	00.0000	\$98.87
CENTER POINT LARGE PRINT		INVOICE 1086605	ADULT - BOOKS	11.4211	\$41.34
CINEMA ACADEMY		INVOICE 04052013 - MAERCKER	BFG PRODUCTION- TARGET	11.4501	\$585.00
CLARK, DAVID		INVOICE 04162013-CMK	SEE ATTACHED	11.4611	\$4,655.00
CRUZ, GABRIEL		INVOICE 04082013-CH	PROGRAM 04242013	11.4501	\$50.00
4 IMPRINT		INVOICE 2796631	MAGNETS & TABLE CVR	11.4551	\$1,230.79
FOX VALLEY FIRE & SAFETY		INVOICE 754206- SPRINKLERS	INSPECTION	11.4624	\$320.00
GALE		INVOICE 98822975	ADULT - BOOKS	11.4211	\$128.69
GRAINGER		INVOICE 847306768	EMERGENCY BALLAST	11.4611	\$166.73
KUHN, CHRISTINE		INVOICE 04162013-CMK - REIMBURSE	SEE ATTACHED	00.0000	\$242.80
LA GRANGE UPHOLSTERY		INVOICE 04122013-DC-CMK	DRAPERIES MTG. ROOM	11.4611	\$675.00
LOGSDON OFFICE		INVOICE 438645I	CAFÉ SUPPLIES	11.4417	\$57.39

SUPPLY					
LOGSDON OFFICE SUPPLY		INVOICE 438645I	TECH SUPPLIES	11.4425	\$139.50
MICHALAK, ELLEN		INVOICE 03312013-JS-MAR	COMPUTER CLASSES	11.4501	\$420.00
MICHALAK, ELLEN		INVOICE 04302013-JS-APR	COMPUTER CLASSES	11.4501	\$280.00
MIDWEST TAPE		INVOICES 90874175, 90874178, 90874177	ADULT - AV	11.4213	\$97.97
NASCO		INVOICE 311652	KRAFT PAPER ROLLS	11.4501	\$198.66
OVERDRIVE		INVOICE 1658-163528330	ELECTRONIC RESOURCES	11.4227	\$950.37
PERFECT SYSTEMS		INVOICE 12714-CMK	REV. POS. HDW. SWAR.	11.4658	\$131.67
PETTY CASH - IN-HOUSE POUCH		INVOICE 04162013-REIMBURSE	SEE ATTACHED	00.0000	\$235.74
PITNEY BOWES		INVOICE 48496830 MAR-13	POSTAGE METER	11.4451	\$150.00
RECORDED BOOKS		INVOICE 74703212, 74703874	ADULT - AV	11.4213	\$475.58
SWAN		INVOICE 2993	SWAN MAINTENANCE	11.4652	\$8,305.99
SUBURBAN DOOR CHECK & LOCK		INVOICE 434545	DUPLICATE KEYS	11.4611	\$20.20
TBGEC ELECTRIC		INVOICE 14558 & 14561 - BALLASTS	AND EXIT LIGHTS	11.4611	\$1,998.00
TBGEC ELECTRIC		INVOICE 14557	CAT6 VEX DATA CABLE	11.4655	\$1,605.00
THE LIBRARY STORE		INVOICE 52611	KIK-STEP STOOLS X 6	11.4701	\$350.03
UNIQUE MANAGEMENT SERVICES		INVOICE 236241	PLACEMENTS	11.4818	\$26.85
U.S. TOY COMPANY		INVOICE 5128638400	YOUTH - BOOKS	11.4501	\$85.02
WESTMONT PUBLIC LIBRARY / P.C.		INVOICE 04162013-LIBRARIANS CHKG	SEE ATTACHED	00.0000	\$108.68
				TOTAL	\$26,565.87
SPECIAL RESERVES / ILLINOIS FUNDS A/C #1589					
RECIPIENT	CHECK	MEMORANDUM	NOTE	WPL CODE	AMOUNT
CLARK, DAVID	1282	INVOICE 04122013-CMK-SR	SEE ATTACHED	00.0000	\$315.00
BUSINESS SECTION	1283	INVOICE TBS201201-CMK-SR	LOUNGE SEATING	70.4862	\$1,367.24
TOTAL ADDED TO BILLS PRESENTED		- BOARD MEETING - APRIL 16, 2013	\$28,248.11		

Gorman moved to include additional invoices with Bills & Salaries, Martens seconded – 5 Ayes, 0 Nays - Motion passed.

Treasurer's Report

Kuhn asked Richards for an easy method to determine the balance of Special Reserves and the balance of Operating Funds when looking at the balance sheet. Richards said she would investigate and report back to Kuhn.

Gorman moved to approve the Treasurer's Report, Scheid seconded.

Roll call vote: Gorman, Martens, Scheid, Stern and Carmichael – 5 Ayes, 0 Nays. Motion passed. Absent: Porter and Fichtel

Bills and Salaries

Gorman moved to approve Bills & Salaries, together with the Addendum, Scheid seconded.

Roll call vote: Gorman, Martens, Scheid, Stern and Carmichael – 5 Ayes, 0 Nays. Motion passed. Absent: Porter and Fichtel

Unfinished Business:

- a. Review mechanical engineering documents for new boiler – Kuhn reported that the documents were not yet readily available for review. However, the contract had been sent to the attorney to review and the actual specifications should be available by 4:00 p.m. tomorrow.

Carmichael moved to table the topic until all documents were reviewed by the attorney.

New Business:

Carmichael recommended re-arranging New Business to address the FY14 Working Budget last.

- c. Resolution to adopt revised Staff Privileges and Volunteer Staff portion of the Personnel Code –

Carmichael reported to the Board that the Committee recommended approving the existing policy with small modifications to grammar and phrasing and the additional section on recognizing volunteers.

Gorman moved to adopt revised Staff Privileges and Volunteer Staff portion of the Personnel Code, Scheid seconded. All in favor, motion passed.

- d. Resolution to adopt Procurement Policy, incorporating Authority to Spend and Credit Card Usage

Carmichael reported to the Board that the Committee had discussed and then directed Kuhn to improve upon the Authority to Spend policy by incorporating some of the aspects of the County's procurement policy such as: multiyear contracts, sole source providers, emergency procurement and co-operative purchases and to include the listing of segregation of duties. Lastly a policy/procedure would be written up.

Carmichael reported that the Committee's recommendation was to table that resolution until the next policy committee meeting in July.

- e. Resolution to approve \$1,900.00 for the purchase of carpeting for staff lounge from Noland Sales Corp.

Martens moved to approve the purchase, Gorman seconded.

Martens moved to amend the amount to \$1,960.00 for the purchase of carpeting for staff lounge from Noland Sales Corp., Gorman seconded. All in favor, motion passed.

Roll call vote: Gorman, Martens, Scheid, Stern and Carmichael – 5 Ayes, 0 Nays.
Absent: Porter and Fichtel.

Martens moved to approve the amended resolution, Gorman seconded.

Roll call vote: Gorman, Martens, Scheid, Stern and Carmichael – 5 Ayes, 0 Nays.
Absent: Porter and Fichtel.

- a. FY14 Working Budget –

Gorman moved to approve the FY14 working budget. Scheid seconded.

Gorman inquired about the status of RFID and self-checkout. Kuhn responded that it no longer remained a top priority and that some of the check-in responsibilities would soon fall under the category of the new P.A.G.E. position.

Martens inquired about the State Assistance notation under Fines. Kuhn explained that it was for a type of garnishment program offered through the State to help collect unpaid fines from patrons. Kuhn said she was hoping to get the paperwork started by the end of May.

Carmichael inquired about monies allocated for snow removal and whether or not any unspent funds would be spent on landscaping/spring planting. Kuhn agreed

that she would plant several additional perennials around the building. Gorman suggested a donation program along the lines of "hostas for fines".

Gorman inquired about the 30% increase to Myers-Briggs. Kuhn explained that might have been the result of two claims for Worker's Comp having been filed but that she would report back after her meeting on Friday with Myers-Briggs representative, Estelle Markham.

Kuhn also confirmed that she was researching two other quotes for Errors & Omissions Insurance in addition to the possibility of merging with the Village and using their carrier. Scheid asked Kuhn to see if there might be a bundling discount by grouping Property, Workman's Compensation and Errors and Omission policies.

Roll call vote: Gorman, Martens, Scheid, Stern and Carmichael – 5 Ayes, 0 Nays.
Motion passed.

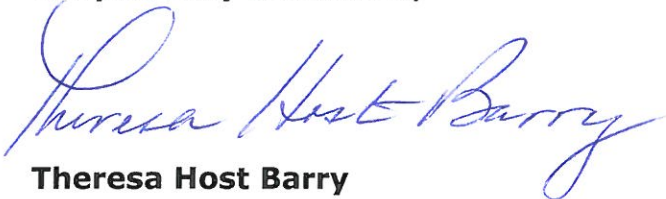
Absent: Porter and Fichtel

Closed Session:

Board did not go into Closed Session.

Adjournment – Gorman moved to adjourn at 8:17 P.M., Martens seconded. All in favor, motion passed.

Respectfully submitted,



**Theresa Host Barry
For and on Behalf of
Jason Fichtel
Westmont Public Library
Board of Trustees, Secretary**