



Westmont Public Library

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www.westmontlibrary.org

MINUTES FINANCE COMMITTEE MEETING TUESDAY, FEBRUARY 19, 2013

The meeting was called to order at 6:19 P.M. by Committee Chair, John Martens, at the Westmont Public Library.

Roll Call: Present: J. Martens, S. Scheid,

Absent: M. Stern

Also present: E. Carmichael, Trustee, C. Kuhn, Director, J. Coen, Assistant Director and T. Barry, Administrative Assistant
S. Parker, Village of Westmont

Committee to discuss the County's Procurement Ordinance and its application to the Library –

Purpose and Policies – Kuhn recommended adding this to the Authority to Spend policy.

Cooperative Purchasing – Kuhn recommended investigating the possibility with other agencies such as the Village and the Police Department.

Emergency situation purchasing – Kuhn also recommended adding to our policy but said that first she would check with the lawyer and report back.

Professional exemptions – Kuhn suggested highlighting in the Authority to Spend policy.

Scheid asked if there was a specific reason why this was being recommended. Kuhn said it would make things clearer in the policy for new trustees, etc. and also explained the bidding process.

Carmichael asked if prevailing wage applied to our contract for cleaning services. Kuhn responded that prevailing wage was not mandatory for cleaning services in the State of Illinois.

Martens asked what sole source procurement meant. Kuhn responded that if only one company provided an item that was needed then the sole proposal would be acceptable. Martens would like it added to the Authority to Spend policy. Carmichael said that it was already included but Kuhn agreed to re-write it.

Scheid asked who the Chief Procurement Officer was and said that she would like the words/title Chief Procurement Officer included in the Policy.

Martens asked if the Contractor would list the Library to be extra insured in a contracting case and if the documentation was kept.

Disposing of surplus -- Kuhn indicated that items under \$100 could be disposed of without prior approval by the Board. Martens suggested citing state law. Scheid asked if our current procedure followed any ordinance. Kuhn stated we abide by all known laws or village ordinances.

Minimum quote requirements -- Under the existing policy, the Library must request 3 three quotes for purchases of \$1000.00 or more.

Performance Criteria – Carmichael, Scheid and Martens recommended the completion of a written performance criteria evaluation at the completion of all jobs/projects costing \$5,000.00 or more.

Contracts for Legal Services – Kuhn said was currently being addressed.

Responsibility of bidders – Kuhn explained that she thought it was already addressed in our current policy for being ‘responsible’.....

Section on Fiscal responsibility – Kuhn recommended inclusion.

Multi Year Contracts -- Kuhn recommended adding contract renewals to the WPL Board calendar with rotation for HVAC, Cleaning, Landscaping, Snow removal, etc.

Martens asked that the total cost of a multi-year contract be included in bid proposals. Carmichael agreed.

Porter arrived at 6:35P.M.

Committee to review the Authority to Spend Policy – (discussion occurred as part of Procurement Policy discussion)

Committee to discuss preparation of the FY14 budget –

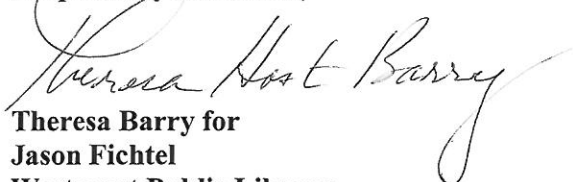
Kuhn provided a copy of the FY13 budget document and requested input for changes prior to the development of the FY14 working budget.

Kuhn suggested separating Snow Removal out from Grounds.

Carmichael and Scheid requested as many ‘breakdowns/separations’ as possible and said they appreciated the side-notes.

Scheid moved to adjourn and Martens seconded. Meeting adjourned at 6:58 P.M.

Respectfully submitted,



**Theresa Barry for
Jason Fichtel
Westmont Public Library
Board of Trustees, Secretary**