



Westmont Public Library

Minutes

Regular Meeting of the Board of Trustees

Kwasek Meeting Room

Tuesday, April 21st, 2009

7:00 p.m.

The Meeting was called to order at 7:11 p.m. by A. Porter at the Westmont Public Library.

Roll Call:

Present: A. Porter, E. Carmichael, C. Kaifesh and R. Sellers
Also present: C. Kuhn, Director, T. Barry, Administrative Assistant,
 C. Gorman and J. Martens, newly elected trustees
 Karol Sole, Joseph Steger, Martha Armstrong and Kathy Bennett observed
Absent: J. Fedeczko, D. Alexander and J. Thomas

Pledge of Allegiance:

Approval of the Minutes for March 21st, April 8th and April 14th 2009:

Amy Porter requested motions to approve the minutes as follows:

C. Kaifesh moved to approve the minutes from the meeting held on March 21st 2009, A. Porter seconded. Motion passed unanimously.

E. Carmichael moved to approve the minutes from the meeting held on April 8th 2009, R. Sellers seconded. Motion passed unanimously.

R. Sellers moved to approve the minutes from the meeting held on April 14th 2009, E. Carmichael seconded. Motion passed unanimously.

Open Forum:

None

Additions and Deletions:

Name of Recipient	Check No.	Memo	WPL Account	Amount
Alibris	1641	Youth-Books	11-4221	\$126.25
BWI	1642	Adult-Books	11-4211	\$38.47
Buckson, Kate	1643	Program Supplies	11-4501	\$36.45
Clark, David	1644	Project Management	11-4611	\$5,915.00
Educational Records	1645	Youth-Books, #341453.00	11-4221	\$603.61
Gale	1646	Adult-Books, #16244341	11-4211	\$46.09
Higgins, Carmen	1647	Mileage Reimbursement, Ciccro	11-4134	\$19.19
Information Today, Inc.	1648	Reference Books, #1127404.RX	11-4212	\$334.00
Inland Mechanical	1649	Maintenance, #58064	11-4621	\$880.00
Kantola Productions	1650	Adult-AV, #163341A	11-4213	\$1,574.50
Management Association	1651	HR, FMLA Guide	11-4215	\$95.00
La Mantia Enterprises, Inc.	1652	VOID		
La Mantia Enterprises, Inc.	1653	#121153, #121154, #121155	11-4615	\$11,190.00
Random House, Inc.	1654	Library Materials	11-0000	\$272.40
		\$22.50 11.4211 \$249.90 11.4213		
Scot Press, Inc.	1655	Business Cards, #22783	11-4551	\$31.43
Service Master Clean	1656	#110967, 110955, 111045	11-0000	\$2,088.10
		\$123.10 11.4415 \$1,965.00 11.4612		
Suburban Lock	1657	Relocate end caps, #383925	11-4611	\$118.80
The Library Store, Inc.	1658	Processing Supplies, #740699	11-4416	\$172.33
Thomas, Lynn	1659	Program Supplies	11-4501	\$92.90
Village of Westmont	1661	Accounting Services	11-4814	\$1,000.00
Warehouse Direct, Inc.	1662	#292406, #294999, #306303	11-0000	\$349.04
		\$320.20 11.4427		
		\$28.84 11.4411		
		TOTAL		<u>\$43,775.66</u>

Additions and Deletions (continued...)

C. Kaifesh requested a motion to approve Additional Invoices to Bills and Salaries, R. Sellers moved to approve, A. Porter seconded.
Roll Call vote: E. Carmichael, C. Kaifesh, A. Porter, R. Sellers – Ayes, 0 Nays
Absent: J. Fedeczko, D. Alexander and J. Thomas

Communications:

Email: 03.19.2009: MLS L2 Announce, New and Upcoming Events
Email: 03.22.2009: Rescheduled Board Meeting, Questions about Quorum
Email: 03.22.2009: ISL Newsletter – E-news from the ISL Vol. 2, No. 12
Legal
Notice: 03.25.2009: Notice of Invitation to Bid together with Affidavit
Email: 04.02.2009: Westmont Public Library – New Web site
Email: 04.02.2009: MLS Ennounce, Vol. 3, No. 7
Email: 04.06.2009: MLSpubl – Your Help Needed – SB 1513 and HB 242
Email: 04.06.2009: MLSpubl – Legislation on Lead in Children’s Books
Letter: 04.09.2009: Kellermeyer Godfryt Hart: Addendum No. 1 to the Bid Docs.
Email: 04.10.2009: Prospective Board Members
Email: 04.15.2009: National Library Week
Email: 04.16.2009: SLA-IL-Members MLS Workshop on Fundraising for Libraries
Email: 04.16.2009: MLS L2 Announce, New and Upcoming Events
Article: 03.25.2009: Reporter/Progress on Library Party for Twilight DVD Release
Article: 04.15.2009: Reporter/Progress on Drive-up double book drop
Article: 04.15.2009: Reporter/Progress on Canadian Geese at the Library
Article: 04.15.2009: Reporter/Progress Community Column – Composting Event

Treasurer’s Report:

C. Kuhn said we would most likely have \$250,000 surplus to move forward to next year. E. Carmichael inquired as to why the numbers for Automation were so high. C. Kuhn said that the overall category number was below the amount budgeted. Confusion over what line items were applied to what invoices caused the line item discrepancies. Administration and Village will sort it out.
Expenses at 65%, Income at 90%

Amy Porter requested a motion to approve the Treasurer’s Report. R. Sellers moved to approve, C. Kaifesh seconded.
Roll Call vote: E. Carmichael, C. Kaifesh, A. Porter, R. Sellers – Ayes, 0 Nays
Absent: J. Fedeczko, D. Alexander and J. Thomas

Bills and Salaries:

C. Gorman inquired about line item Patron Services. C. Kuhn confirmed that the Patron Services category was for items used by patrons versus staff. (ie. Golf pencils for catalog stations, programs, front desk, etc.). E. Carmichael inquired as to who Accountor Systems was. C. Kuhn confirmed that money paid to Accountor Systems was for the annual service contract for the coin boxes attached to the photocopiers, inclusive of all parts and labor. C. Gorman inquired about who Upstart Inc., was. C. Kuhn confirmed that Upstart is a division of Highsmith a company we use for processing supplies. E. Carmichael inquired about the dollar amount to U.S.P.S. C. Kuhn confirmed that the \$1000.00 payment was to cover the mailing costs for our quarterly newsletter. C. Gorman inquired about the ‘no name’ account. C. Kuhn confirmed that the Village had provided a custom detail report to explain the ‘no name’ expenses.

R. Sellers requested a motion to approve the Bills and Salaries. E. Carmichael moved to approve, C. Kaifesh seconded.
Roll Call vote: E. Carmichael, C. Kaifesh, A. Porter, R. Sellers – Ayes, 0 Nays
Absent: J. Fedeczko, D. Alexander and J. Thomas

Committee Reports:

Committee of the Whole met on April 8th to review and recommend FY2010 working budget. That budget is under New Business on the Agenda for the May Board Meeting.

Librarian’s Report:

C. Kuhn highlighted her report and in particular noted that the patrons seemed exceptionally pleased with the new drive-up book drop.

The next meeting of the Friends of the Library will be held on Tuesday, May 5th 2009 at 7:00 p.m.

Karol Sole defined briefly the “Friends of the Library” and the role that they play with regard to Library patrons, staff and the Community as a whole.

Amy Porter requested a motion to approve the Librarian’s report. R. Sellers moved to approve. C. Kaifesh seconded. Motion passed unanimously.

Unfinished Business:

Board to consider Roof Replacement Bids:

Five acceptable bids were submitted for consideration. Specifics re the bids were available for review and are attached to this document. C. Kuhn explained that a bid process means that the library is obligated to enter into a contractual agreement with the lowest 'qualified' bidder. A. Porter inquired as to whether or not D. Clark had taken time to check out any of the work listed by bidders, in particular Christianson's. D. Clark stated that he had not seen any work to-date. D. Clark reaffirmed the importance of his original request for contractors to supply 'qualifying' information. Karol Sofe confirmed the importance of contractors providing Insurance Certificates.

E. Carmichael made a motion to:

- a. To engage in negotiations with Christensen Roofing regarding replacement of roof; with the intent to award roof replacement contract to Christensen provided all qualifications, references, and bonding company prove to be sound;
- b. If Christensen Roofing does not meet with satisfaction, then move negotiations to Knickerbocker with the same stipulations as (a)
- c. If Knickerbocker does not meet with satisfaction then proceed through the list of remaining contractors in order of lowest bids to find a qualified company.

R. Sellers seconded the motion to accept terms and move forward as above.

Roll Call vote: E. Carmichael, C. Kaifesh, A. Porter, R. Sellers – Ayes, 0 Nays

Absent: J. Fedeczko, D. Alexander and J. Thomas

R. Sellers motioned to accept Alternate 1 provided the old roof materials are intended for landfill, Library elects to pay cost of recycling; otherwise no. If recycling is chosen, Library wants assurances that materials are indeed recycled. C. Kaifesh seconded.

Roll Call vote: C. Kaifesh, A. Porter and R. Sellers – Ayes

E. Carmichael – Nay E. Carmichael said "no" to an expense of \$20,000 to recycle existing cement tiles.

Absent: J. Fedeczko, D. Alexander and J. Thomas

R. Sellers motioned to accept Alternates 2&4 if premium finish adds substantial value (energy efficient, longer lasting, longer warranty) to Library, then yes to Alternate 2 and 4; otherwise "no" to Alternate 2 and yes to Alternate 4. C. Kaifesh seconded.

Roll Call vote: E. Carmichael, C. Kaifesh, A. Porter, R. Sellers - All Ayes, 0 Nays, Motion passed unanimously.

Absent: J. Fedeczko, D. Alexander and J. Thomas.

Board dismissed Alternate 3, the option to use two tones of tiles, without a vote.

Board to consider attendance at the A.L.A. Annual Conference in Chicago, July 10th -14th 2009:

Although there will not be a Trustee track this year there will be a lot of interesting exhibits and new products available for purchase. A. Porter said that she might be able to attend; E. Carmichael, C. Gorman and J. Martens confirmed their interest in attending. Attendance by J. Fedeczko was considered as well. Tickets will be purchased to accommodate five (5) people.

Amy Porter requested a motion to approve. R. Sellers moved to approve, C. Kaifesh seconded. All Ayes, 0-Nays, motion passed unanimously.

New Business:

Board to consider working budget for FY2010

C. Kaifesh moved to approve the working budget for FY2010. R. Sellers seconded.

Roll Call vote: E. Carmichael, C. Kaifesh, A. Porter, R. Sellers – All Ayes, 0-Nays

Absent: J. Fedeczko, D. Alexander and J. Thomas

Board to consider open Board positions:

C. Kuhn stated that most likely there would be one open trustee position once the votes were certified in May. C. Kuhn suggested that an ad hoc committee be formed to initiate the process of appointment. It was suggested that J. Fedeczko chair the committee and agreed that A. Porter and R. Sellers would commit to the interviewing process as well.

C. Kaifesh moved to approve the appointment of an ad hoc committee. R. Sellers seconded. Motion passed unanimously.

Board to consider attendance at Fundraising Workshop for Public Libraries on May 5th, 2009

C. Kuhn agreed to register for three (3) tickets for the Fundraising Workshop at a cost of \$75.00 each by the deadline of April 22nd. Karol Sole expressed an interest to attend and it was suggested that Eva Rosol, also of the Friends of the Library, attend.

R. Sellers moved to approve the registration of three people for the Fundraising for Public Library workshop. C. Kaifesh seconded.
Roll Call vote: E. Carmichael, C. Kaifesh, A. Porter, R. Sellers – All Ayes, 0-Nays
Absent: J. Fedeczko, D. Alexander and J. Thomas

Executive Session:

None

Adjournment:

R. Sellers moved to adjourn the meeting at 8:52 p.m. C. Kaifesh seconded. Motion passed unanimously.

Respectfully submitted,



Elaine Carmichael,
Westmont Public Library
Board of Trustees, Secretary