



Westmont Public Library

Board of Trustees

Minutes

Regular Meeting of the Board

Kwasek Meeting Room

Saturday, December 20th, 2008

10:00 a.m.

The Meeting was called to order at 10:10 a.m. by J. Fedeczko at the Westmont Public Library.

Roll Call:

Present: J. Fedeczko, C. Kaifesh, D. Alexander, E. Carmichael and J. Thomas

Also present: C. Kuhn, Director

Absent: A. Porter and R. Sellers

Pledge of Allegiance:

Approval of the Regular Meeting minutes November 18th, 2008:

C. Kaifesh moved to approve the minutes, subsequent to amendments. R. Sellers seconded. Motion passed unanimously.

J. Fedeczko found error. Page two (2) of communications. J. Fedeczko, not J. Thomas, requested communications be collected in a "Communications Notebook" to pass around the table, eliminating the need to make individual copies for everyone.

C. Kaifesh moved to approve amended minutes. D. Alexander seconded. Motion passed unanimously.

Approval of the Special Meeting minutes December 2nd, 2008:

J. Thomas moved to approve the minutes. C. Kaifesh seconded. Motion passed unanimously.

Open Forum:

None

Additions and Deletions:

- Additional Invoices to Bills and Salaries

1602 Baker and Taylor, Invoice #S37328950, \$21.20

1603 David Clark, Project Management Services, \$2,905.00

1604 KGH Engineering, Roof Consultants, \$4,423.40

1605 Product Architecture, Design Planning, \$3,000.00

1606 Petty Cash, Sam's Club, \$70.34

1607 Theresa Barry, Registered Mail/Grant Application, \$13.42

1608 The Official Magazine, Subscription Renewal, \$30.00

1609 Schindler Elevator, Repairs to elevator, \$612.74

1610 NICOR, Gas Service, \$2,217.93

- Additional Invoices to Bills and Salaries (continued)

1611 AT&T, November bill, \$193.13

1612 Voided

1613 Baker and Taylor, Invoice #2022289427, \$2,607.11

1614 Book Page, Subscription renewal, \$384.00

1615 Inland Mechanical, Humidifier, \$4,000.00

Additions to Communications:

- None

Communications:

ISL Newsletter E-news from the ISL Vol. 1, No. 12

Memo: 12.26.08 – Open Meetings Act – Law Offices of Peregrine, Stime, Newman, Ritzman & Bruckner, Ltd.

Ennounce MLS Ennounce, Vol. 2, No. 22

Email: 12.3.2008: 2009 WHCLIST Award

Ennounce MLS L2 Announce: New & Upcoming Events: December 10, 2008

Ennounce MLS L2 Announce: New & Upcoming Events: December 17, 2008

Illinois Municipal Retirement Fund: General Memorandum: 12.10.2008

ILA Calendar of Events

The Explorer Newsletter Vol. 2, Issue 3, December 2008-February 2009

Village of Westmont Community Column, December 10, 2008

Email: 11.28.2008: Special Meeting of the Board on 12.02.2008, Preview Paperwork

Email: 12.1.2008: Special Meeting of the Board on 12.02.2008, Terminology

Treasurer's Report:

J. Fedeczko requested a motion to approve the Treasurer's Report. D. Alexander moved to approve, C. Kaifesh seconded.

Roll call vote:

J. Thomas, C. Kaifesh, E. Carmichael, J. Fedeczko, D. Alexander – Aye.

0-Nays.

A. Porter and R. Sellers absent.

Bills and Salaries:

C. Kaifesh said that she found the vendor year-to-date information helpful. C. Kaifesh also asked about the payments to Tim's Professional Painting. C. Kuhn explained that the current invoice was for repairing the entryway to the new story time area. Since May Tim's Painting has painted small offices and study rooms, power washed the building and walks, re-sealed the exterior stairwell.

C. Kaifesh moved to approve the Bills and Salaries. E. Carmichael seconded.

Roll call vote:

J. Thomas, C. Kaifesh, J. Fedeczko, D. Alexander, E. Carmichael – Aye.

0-Nays.

A. Porter and R. Sellers were absent.

Committee Reports:

Librarian's Report:

C. Kuhn added that the Oak Park Public Library is on track to rejoin SWAN with the approval of SWAN members. The issue will now be presented to the MLS Board and the Oak Park Public Library Board.

C. Kuhn announced that Reference Librarian, Julia Coen, has been selected to serve on the Research Pro database Selection Committee.

C. Kuhn reported that all High Schools served by the Westmont Public Library were contacted with regard to the proposed drive-up book drop. Westmont High School was the only school that currently offered a metal working class. Unfortunately, the instructor said that it would no longer be offered in the spring.

C. Kaifesh moved that the Librarian's Report be approved. D. Alexander seconded. J. Fedeczko called the vote. Motion passed unanimously.

Old Business:

Roof Project

C. Kaifesh moved to direct Jim Erickson of KGH to draw up Roof replacement bid packets using the option for clay tile. Bid packet to include as separate line items:

- Disposal costs and recycle costs for existing cement tiles so that Board may choose an option.
- Details of repairs recommended by the Mechanical Engineers as listed in KGH report.

Dixie Alexander seconded. C. Kaifesh and J. Fedeczko both agreed finding a recycler for cement tiles may be worth spending a bit more but that they needed to know how much 'a bit' was.

Roll call vote:

J. Thomas, C. Kaifesh, J. Fedeczko, D. Alexander, E. Carmichael – Ayes.

0-nays.

R. Sellers and A. Porter were absent.

New Business:

- A. C. Kaifesh moved to close the library on Friday, January 30th, 2009 for a staff Technology In-Service training day. D. Alexander seconded. Motion passed unanimously.
- B. Board felt that the prepared list of criteria with regard to Banking Services was good. No motion required.
- C. Board felt that current in-house orientation method worked. This orientation is open to all Board members interested and an open invitation for the accountant. No motion required.

New Business (continued):

- D. Board tabled consideration of ALA Legislative Day participation.
- E. J. Fedeczko noted that the December Agenda should have read ALA Legislative Days in May 2009, not ILA Legislative Days.
- F. C. Kaifesh moved to send two Board members to the ILA Trustee Forum in Lisle on February, 28th, 2009. J. Thomas seconded. Motion passed unanimously.

Executive Session:

None

Adjournment:

J. Fedeczko requested a motion to adjourn at 11:25 a.m. E. Carmichael moved to adjourn. D. Alexander seconded. Motion passed unanimously.

Respectfully submitted,



Elaine Carmichael,
Westmont Public Library
Board of Trustees, Secretary