



# Westmont Public Library

## Board of Trustees Minutes

Regular Meeting of the Board  
Kwasek Meeting Room  
Monday, February 16th, 2009  
7:00 p.m.

The Meeting was called to order at 7:00 p.m. by J. Fedeczko at the Westmont Public Library.

### Roll Call:

Present: J. Fedeczko, A. Porter, R. Sellers, E. Carmichael, D. Alexander  
Also present: C. Kuhn, Director, T. Barry, Administrative Assistant  
Absent: C. Kaifesh and J. Thomas

### Pledge of Allegiance:

Approval of the Regular Meeting minutes January 20th, 2009:

J. Fedeczko questioned the time noted in minutes as to the arrival of J. Thomas. Minutes should be amended to reflect that J. Thomas did not vote for the approval of the Additional Invoices to Bills and Salaries, as he had not yet arrived at that time.

J. Fedeczko clarified that under the Business for Board to consider participation – ALA Legislative Day, the suggestion to approve the budget at \$500.00 was in fact the total amount, not in addition to the \$300 budget from 2008. 2009 Budget would be increased from \$300 to \$500.

J. Fedeczko also clarified that the Statewide conference was January 28, not February 28. J. Fedeczko stated that her suggestion to visit the website should in fact read visit Web Junction.

R. Sellers was not successful in her attempt to contact J. Biggert.

A. Porter would have attended the Roberts Rules on Saturday, February 23<sup>rd</sup> but the event was cancelled.

J. Fedeczko suggested a motion to approve the minutes of 01.20.2009 subsequent to amendments.

R. Sellers moved to approve, A. Porter seconded. Motion passed unanimously.

### Open Forum:

Mrs. Chris Gorman, candidate for Library Trustee, was present and observed.

None

### Additions and Deletions:

- Additional Invoices to Bills and Salaries
- |      |  |
|------|--|
| 1628 | Baker & Taylor, Invoices H48179340&H49396650, \$24.75        |
| 1629 | David Clark, Project Management January February, \$420.00   |
| 1630 | Dymaxion Ltd, Invoice M9020016, Human Resources, \$234.00    |
| 1631 | Indian Prairie Library, ILL Loss/Damage Replacement, \$17.00 |
| 1632 | Jack Schultz, Reimbursement/Tuition, \$1,000.00              |
| 1633 | Lynn Thomas, Reimbursement/Programming, \$96.26              |

J. Fedeczko requested a motion to approve Additional Invoices to Bills and Salaries,

R. Sellers moved to approve, A. Porter seconded.

Roll call: J. Fedeczko, A. Porter, E. Carmichael R. Sellers and D. Alexander – Ayes  
0-Nays C. Kaifesh and J. Thomas absent

Additions to Communications:

Report from J. Fedeczko: Details from Advocacy Breakfast held 2.16.2009

Communications:

Email: 2.11.2009 (wo\_telecom) Urgent Action Needed: Protect Library Funding in the Economic Stimulus Package

Email: 01.29.2009 FW: (Trustees) FW: Include Public Libraries in the Federal Economic Stimulus Package

Letter: 02.02.2009: Gwen Henry, CPA, Du Page County Treasurer to Board of Trustees:

Copy documents 2007 Annual Statement

L2 Announce: 2.11.2009 New & Upcoming MLS Events

L2 Announce: 2.5.2009 New & Upcoming MLS Events

L2 Announce: 1.28.2009 New & Upcoming MLS Events

Newspaper Article: 1.21.2009 Local News: Local Elections 101

Newspaper Article: 1.21.2009 Q&A With Sheila Hope: Library's Big Read Program

Treasurer's Report:

J. Fedeczko noted expenses were at 75%. C. Kuhn said the last trickle of property taxes was received.

J. Fedeczko suggested we shift to a "consent agenda" for Board meetings to consolidate routine actions and leave more time for discussion of larger issues. C. Kuhn pointed out that to do so the By Laws would have to be amended to reflect suggested changes.

J. Fedeczko requested a motion to approve the Treasurer's Report. R. Sellers moved to approve, E. Carmichael seconded.

Roll call vote:

J. Fedeczko, A. Porter, E. Carmichael R. Sellers and D. Alexander – Aye.

0-Nays.

C. Kaifesh and J. Thomas were absent.

Bills and Salaries:

• Addendum to Bills Paid:

Baker & Taylor	1628	Invoice No.'s H48179340 & H49396650	11-4213	\$ 24.75
Clark, David	1629	Project Management Services	11-4611	\$ 420.00
Dymaxion Ltd.	1630	Invoice No. M9020016 Schedule 3W	11-4655	\$ 234.00
Indian Prairie Library	1631	ILL Loss/Damage Reimbursement	11-4232	\$ 17.00
Jack Schultz	1632	Reimbursement / Tuition	11-4131	\$ 1,000.00
Lynn Thomas	1633	Reimbursement / Programming	11-4501	\$ 96.26
			<b>TOTAL</b>	<b><u>\$1,732.01</u></b>

J. Fedeczko requested a motion to approve the Bills and Salaries. R. Sellers moved to approve. A. Porter Seconded.

Roll call vote:

J. Fedeczko, A. Porter, E. Carmichael, R. Sellers, D. Alexander – Aye.

0-Nays.

C. Kaifesh and J. Thomas were absent.

#### Committee Reports:

Policy Committee met prior to the Board Meeting. They recommend adopting the Interlibrary Loan Policy and the Reference Service Policy as revised. Items are listed in 'New Business'.

Buildings and Grounds Committee – Committee members will determine a mutually convenient date for their annual tour. Next Buildings and Grounds Committee Meeting will be held on Tuesday, 17<sup>th</sup> March at 6:00 p.m.

C. Kuhn said that the Architect is finessing the proposed re-design for the entrance plaza. C. Kuhn will hold off on construction because of limited funds. C. Kuhn said that the front steps would have to be re-repaired and eventually replaced. C. J. Pohrte, contractor, had been advised of the crumbling front steps. J. Fedeczko asked if we should have a special meeting for Building and Grounds prior to the Regular Meeting of the Board on March 17<sup>th</sup>.

Finance Committee –Next Meeting for the Finance Committee / Committee of the Whole will be Tuesday, 14<sup>th</sup> April at 6:30 p.m. (The budget will be approved on the 21<sup>st</sup> April).

#### Librarian's Report:

C. Kuhn detailed the legislation regarding the testing for lead. C. Kuhn said that she discussed a more optimistic review with the reporter from the Progress than what was actually published. Printing with lead in the ink has been banned since 1985. The primary concern was with items such as books with toys attached.

C. Gorman asked if the Library had a blanket statement to deal with people pushing panic. C. Kuhn said that the reporter warped her comments and that the law is stuck in rule until 2010. We will withdrawal certain books from our collection, if necessary and withdraw any donations of children's books, if necessary.

The Subcommittee for Museum Pass program will meet Friday, 27<sup>th</sup> February. Macy's would provide \$90,000.00 for the Museum/Adventure Pass Program.

J. Fedeczko questioned the sign-up for SWAN programs. C. Kuhn pointed out that those are educational programs. What C. Kuhn was referring to in her report was the ability for patrons to put reserves on library-sponsored programs. Example: Patrons would register for programs on line. Post-registration the patron might then receive a reminder via email. Patrons would need to provide their photo ID to make this work.

C. Kuhn agreed to provide quotes for the repair of the fence at the West side of the parking lot.

J. Fedeczko questioned action being taken with regard to the chiller. C. Kuhn explained that the dispute, as to who will pay the costs, continues. D. Clark deduced that Inland did not winterize properly. Inland should honor payment for burst coil. C. Kuhn will continue to investigate. J. Fedeczko asked if we would have to take this to our attorneys? C. Kuhn stated that might be a possibility. C. Kuhn has met with Mr. Finney and the President of Monaco to discuss action to be taken. C. Kuhn confirmed that the biggest cost would be the labor required to replace the coil. C. Gorman asked how repairs to the chiller would affect the library hours of operation? C. Kuhn commented that our hours of business would not be affected at this point.

J. Fedeczko requested a motion to approve the Librarian's report. R. Sellers moved to approve. A. Porter seconded. Motion passed unanimously.

Old Business:

Roof Project – Update

D. Clark, Project Manager and J. Erickson, Engineer were available to speak to Board Members via telephone, if needed. C. Kuhn gave an outline of the proposed timeline. 201 pages scanned and added to e-Board Packet. 201 page document not printed for handout.

Invitations to bid will be placed in the Westmont Progress and the Dodge Reports (Industry specific for construction projects). J. Erickson will then run the bid process.

Library's attorney and the Village attorney will review documents and request necessary changes. C. Kuhn requested permission to publish once the changes were made to the bid document.

J. Fedeczko asked for a motion to accept the procedure for the 'handling' of the bid packet. J. Fedeczko asked for a motion to accept the document for submission.

Roll call vote: J. Fedeczko, A. Porter, E. Carmichael, R. Sellers and D. Alexander – Ayes

0-Nays.

J. Thomas and C. Kaifesh were absent.

C. Kuhn agreed to collect quotes from three companies with regard to the drive-up book drop.

C. Kuhn agreed to contact Von Raleigh and/or the original tile manufacturer in an effort to comply with due diligence.

New Business:

Policy for Interlibrary Loan – was discussed and approved. R. Sellers moved to approve. D. Alexander seconded. Motion passed unanimously.

Policy for Reference Service Policy – was discussed and approved. R. Sellers moved to approve. D. Alexander seconded. Motion passed unanimously.

Executive Session:

None

Adjournment:

J. Fedeczko requested a motion to adjourn at 8:10 p.m. A. Porter moved to adjourn. E. Carmichael seconded. Motion passed unanimously.

Respectfully submitted,



Elaine Carmichael,  
Westmont Public Library  
Board of Trustees, Secretary