



Westmont Public Library

Board of Trustees
Amended Minutes
Regular Meeting of the Board
Kwasek Meeting Room
Tuesday, January 20th, 2009
7:00 p.m.

The Meeting was called to order at 7:05 p.m. by J. Fedeczko at the Westmont Public Library.

Roll Call:

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

Pledge of Allegiance:

Approval of the Regular Meeting minutes December 20th, 2008:

J. Fedeczko requested a motion to approve the minutes. C. Kaifesh moved to approve, A. Porter seconded.
Motion passed unanimously.

Open Forum:

None

Additions and Deletions:

- Additional Invoices to Bills and Salaries

1616 Susan Alm, Staff Appreciation/Spanish Translation, \$75.00
1617 Kudrna & Associates, Structural Engineer / Services, \$275.00
1618 Lauterbach & Amen LLP, Accounting / Invoice 7762, \$550.00
1619 LIMRiCC Unemployment, 4TH Quarter 2008 Contribution, \$375.00
1620 LTD Commodities LLC, Programming Prizes, \$25.00
1621 Neo Post, Rate Change / Invoice 12738684, \$260.00
1622 Petty Cash/Safe Money, Replace Cash Paid out of pocket, \$87.02
 Certified Copies \$2.00 11-4960
 USPS \$9.50 11-4451
 Office Supplies \$4.09 11-4411
 Café Supplies \$4.99 11-4417
 Program Supplies \$66.44 11-4501
1623 Petty Cash /CKG/0592, Reimburse Librarian's Account, \$58.16
 Patron Reimbursement \$14.95 11-4232
 UPS Parcels \$34.79 11-4451
 Random House \$8.42 11-4451
1624 Random House Inc., Adult Audio, \$554.20
1625 Random House Inc., Adult Books, \$70.10
1625 Lynn Thomas, Programming Reimbursement, \$115.69
1626 Village of Westmont, Accounting Services January 2009, \$500.00

J. Fedeczko requested a motion to approve Additional Invoices to Bills and Salaries, C. Kaifesh moved to approve, E. Carmichael seconded.

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

Additions to Communications:

ALA Advocacy University handout

Arrival of J. Thomas at 7:20 p.m.

Communications:

Newspaper Article: 1.15.2009: Wall Street Journal: Editorial
Newspaper Article: 1.14.2009: Westmont Progress Community Column
L2 Announce 1.8.2009: New & Upcoming MLS Events
Email: 1.7.2009: Fwd: Ennounce MLS, Vol 3, No 1
Newspaper Article: 1.7.2009: Westmont Progress: Letters to the Editor
L2 Announce 1.5.2009: New & Upcoming MLS Events
Letter: 12.30.2008: C. Kuhn to Kellermeyer Godfryt Hart: Line Items Roof Repair Bid Packet
L2 Announce 12.26.2008: New & Upcoming MLS Events
Letter: 12.23.2008: Klein, Thorpe & Jenkins LTD, to C. Kuhn: Schedule of Legal Fees
Letter: 12.23.2008: Board of Review: Change in Valuation: 201-1200 W. Oakley Drive, Westmont, IL 60559
Letter: 12.23.2008: Board of Review: Change in Valuation: 1111 Pasquinelli Drive, Westmont, IL 60559
Email: 12.23.2008: ALA Coun: Broadband Letter sent to Capitol Hill

Treasurer's Report:

The format for the reports will remain the same until the end of the year. It was not possible to change the format because of the dash (-) in the coding.

C. Kaifesh questioned income from photocopying. C. Kuhn explained that the figure included the buyback check from Impact. The library then sent that amount to the Banc of America Leasing Co., to pay off the remaining balance.

C. Kaifesh inquired whether or not we were still planning to change banks and, if so, what was the progress.

C. Kuhn explained that the Village had just provided us with their RFP and we will follow in Village footsteps.

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

Roll call vote:

J. Fedeczko, A. Porter, C. Kaifesh, E. Carmichael and J. Thomas – Aye.

0-Nays.

R. Sellers and D. Alexander were absent.

Bills and Salaries:

J. Fedeczko requested a motion to approve the Bills and Salaries. C. Kaifesh moved to approve. E. Carmichael seconded.

Roll call vote:

J. Fedeczko, A. Porter, C. Kaifesh, E. Carmichael, J. Thomas – Aye.

0-Nays.

R. Sellers and D. Alexander were absent.

Committee Reports:

C. Kuhn confirmed two policies would be reviewed in February.

ILL (Interlibrary Loan) Policy

Reference Service Policy

Next Policy Meeting will be held on Monday, 16th February 2009 at 6:30 p.m.

Librarian's Report:

C. Kuhn pointed out the articles in the Progress with regard to the concert by Jim Gill and our Big Read program.

C. Kuhn reviewed the communication indicating possible legislation enforcement with regard to the testing for lead in all children's books.

Amy Porter encouraged the library to organize additional Youth/Juvenile programs at the Taste of Westmont or the free Concerts at Ty Warner Park, held on Wednesday evenings, throughout the summer.

Amy Porter suggested the marketing department install an e-mail style notification of upcoming programs and then subsequent e-mails to confirm registration and ultimately a last e-mail to remind the patron of the program a day or two prior to the event.

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

Old Business:

Board to consider participation -- ALA Legislative Days May 11th and 12th, 2009

J. Fedeczko agreed to attend, preferably with another group, together with an increased amount of \$500.00 from the Board budget.

J. Fedeczko passed out the ALA Advocacy University handout.

Statewide Videoconference, February 28th, 2009. J. Fedeczko also suggested visiting the website.

Amy Porter to attend the MLS event in Burr Ridge on February 23rd, 2009.

Trustees planning to attend the ILA Trustee Forum in Lisle on February 28th, 2009, Saturday 9:00-3:00, should contact C. Kuhn.

J. Fedeczko requested a motion to approve \$500 for her participation in ALA Legislative Day. C. Kaifesh moved to approve, A. Porter seconded. Motion passed unanimously.

Roof Project - Update

C. Kuhn gave an outline of the proposed timeline. C. Kuhn asked the Board to consider whether or not to proceed with the grant application. Board suggested that we move forward and submit the full application for grant monies, as there is still an option to withdrawal, without penalty, if necessary.

C. Kaifesh suggested Board and R. Sellers approach our State Representative to keep us in mind for stimulus funds for infrastructure improvements. R. Sellers to write to Judy Biggert. J. Thomas said he would visit Judy Biggert in person.

J. Fedeczko questioned whether banks would be willing to grant a loan for the roof project, given the current economic situation. C. Kuhn will be contacting local banks for loan proposals beginning January 29th.

J. Fedeczko questioned whether or not the library could afford to manage the leaking roof for another year. C. Kuhn will investigate and bring back for discussion next month.

E. Carmichael mentioned that a resident was asking if the library had contacted the original manufacturer of our cement tiles. C. Kuhn will contact the manufacturer with an effort to pursue due diligence.

New Business:

Board to consider HVAC – Maintenance Contract

Board discussed contracts. Options will need to be compared. C. Kaifesh suggested we ask Inland to outline the possible options. C. Kuhn suggested re-writing our existing contract to include more visits for preventative maintenance or considering a service contract. C. Kuhn stated a preventative maintenance contract assumes the library has someone on staff that understands HVAC systems. C. Kuhn stated David Clark is reviewing the contract types and will make a recommendation.

J. Fedeczko suggested that we table this item until February.

Board to consider ILA – Membership

The Board approved Trustee Memberships at \$75.00 each for J. Fedeczko, A. Porter, E. Carmichael and C. Kaifesh. J. Thomas to provide valid email address prior to submitting an application.

Executive Session:

None

Adjournment:

J. Fedeczko requested a motion to adjourn at 8:48 p.m. C. Kaifesh moved to adjourn. E. Carmichael seconded. Motion passed unanimously.

Respectfully submitted,



Elaine Carmichael,
Westmont Public Library
Board of Trustees, Secretary