



# Westmont Public Library

Board of Trustees

## Amended Regular Meeting Minutes Monday, September 15th, 2008

The meeting was called to order at 7:03 PM by J. Fedeczko at the Westmont Public Library.

Present: J. Fedeczko, R. Sellers, J. Thomas, E. Carmichael and A. Porter.

Also present: C. Kuhn, Director, T. Barry, Administrative Assistant.

Absent: D. Alexander, C. Kaifesh.

Pledge of Allegiance

Approval of the Regular Meeting minutes of August 19, 2008:

J. Thomas moved to approve the minutes. R. Sellers seconded. Motion passed unanimously.

Open Forum:

Tiffany Nash and Dan Porhte, Architects, were present from Product LLC to discuss the proposed redesign of the entrance plaza.

Additions and Deletions:

- Additional invoices to Bills and Salaries

1562/\$12.00/K. Reynolds  
1563/\$3,625/Kudrna/Engineering Services  
1564/\$68.34/K. Buckson/Reimbursement Programs  
1565/\$800.00/USPS/Postage Newsletters  
1566/\$632.00/Michael Joseph & Associates/Lights  
1567/\$107.25/J. Schultz/Reimbursement Programs  
1568/\$783.32/WPL/ Petty Cash  
1569/VOID/ALA Tech Services  
1570/\$3,566.63/Scott Press/Newsletters  
1571/\$5,978.76/C.J. Pohrte/Maintenance  
1572/\$168.91/Oriental Trading/Prizes Programs  
1573/\$230.88/Chicago Sun Times/Annual Renewal  
1574/\$5,900.00/Tim's Painting/Maintenance  
1575/\$4,725.00/D. Clark/Project Management  
1576/\$721.42/Fox Landscaping/Monthly Premium  
1577/\$225.00/L. Yazbec/Motivational Program  
1578/\$5,200.00/Larsen Contracting/Children's Area  
1579/\$878.00/Flooring Solutions/Carpet Repair  
1580/\$2,780.97/C. Kuhn/Reimbursements

Communications:

Notice from DuPage County Board of Review, 09.30.08  
E-Mail: ILA Opposes the Call for a State of Illinois Constitutional Convention (Con-Con)  
Next ILA Executive Board Meeting; iREAD Online Store; Financial Public Libraries  
Workshop for Central Illinois.  
E-Mail: Ennounce – MLS Ennounce 10.08.08 11:51:43- 0500, Vol. 2, No. 18

Treasurer's Report:

Budget Variance Report reviewed and discussed. J. Fedeczko questioned last page of BVR.  
Requested explanation of other expenses. C. Kuhn explained the difference between net income vs. net expense. J. Fedeczko requested a new report and statement of financial position.  
J. Thomas moved that the Treasurer's Report be accepted. R. Sellers seconded.

Roll call vote:

R. Sellers, J. Thomas, A. Porter, J. Fedeczko, E. Carmichael -Aye,  
0-nays.  
D. Alexander and C. Kaifesh were absent.

Bills and Salaries:

J. Thomas moved that Bills and Salaries be approved. R. Sellers seconded.

Discussion:

Fox Landscaping annual costs were examined and discussed. E. Carmichael and A. Porter asked C. Kuhn to investigate alternative lawn care services for 2009.

Roll call vote:

R. Sellers, J. Thomas, A. Porter, J. Fedeczko, E. Carmichael -Aye,  
0-nays.  
D. Alexander and C. Kaifesh were absent.

Committee Reports:

None. By-Laws and Policy Committee Meeting was postponed until October 14<sup>th</sup>.

Librarian's Report:

C. Kuhn summarized the report. J. Thomas moved that the Librarian's Report be approved. R. Sellers seconded. Motion passed unanimously.

Unfinished Business:

- a. Board to continue to consider future automobile display:  
J. Thomas to pursue obtaining vehicle with local dealerships.  
J. Thomas to present suggested method of entry and final staging.
- b. Board to consider Director's Evaluation:  
This matter will be reviewed in Executive Session.
- c. Board to receive update on the Roof Replacement Project.  
KGH received our signed contract and has placed the library in the queue. It was suggested that the Engineers visit during the rain to view, firsthand, the extent of leakage.  
C. Kuhn to liaise with Village representative, Steve Watson, and discuss further to make sure the work is in compliance.

R. Sellers departed at 8:45pm.

New Business:

- a. Board to consider the 2008 Levy (Budget Year 2009-2010)

J. Thomas moved to approve. A. Porter seconded.

Roll call vote:

J. Thomas, A. Porter, J. Fedeczko, E. Carmichael – aye,  
0-nays.

R. Sellers, D. Alexander and C. Kaifesh absent.

- b. Board to consider the 2008 Audit.

J. Thomas moved to approve. E. Carmichael seconded.

Roll call vote:

J. Thomas, A. Porter, J. Fedeczko, E. Carmichael – aye,  
0-nays.

R. Sellers, D. Alexander, and C. Kaifesh absent.

- c. Board to consider the 2009 Per Capita Grant

C. Kuhn presented 2009 Per Capita Grant Application. C. Kuhn needs to confirm dates of submission for each Board Member's Statement of Economic Interest.

J. Fedeczko, moved to approve. E. Carmichael seconded. Motion passed unanimously.

- d. Board to consider Policy Committee's recommendations.

Policy Committee meeting postponed due to lack of quorum.

- e. Board to consider changing the date of the Regular Board Meeting for the month of October.

J. Fedeczko moved to change the date to October 14<sup>th</sup> at 7:00 p.m. J. Thomas and A. Porter seconded. Motion passed unanimously.

E. Carmichael motioned to withdraw to Executive Session for the purpose of discussing personnel, namely the Director's Evaluation. A. Porter seconded. Motion passed unanimously.

Executive Session began at 9:16 p.m.

Board returned from Executive Session at 9:45 p.m.

Returning to Director's Evaluation (New Business B)

The Board agreed that in comparison to regional and national averages for similar-sized public libraries the salary for Library Director was rather low. The Board will increase salary for C. Kuhn by \$5,000.00 (to be averaged out in payroll for FY 2009). A merit increase will be considered in six months. Board would like to see more work/life balance and delegation. C. Kuhn should also complete two classes in the C.P.L.A. Certification Process.

J. Thomas moved to approve and E. Carmichael seconded.

Roll call vote:

J. Thomas, E. Carmichael, A. Porter, J. Fedeczko – Aye,  
0 – Nays

R. Sellers, D. Alexander, and C. Kaifesh absent.

A. Porter moved to adjourn meeting at 09:57 p.m. E. Carmichael seconded. Motion passed unanimously.

Respectfully submitted,

A handwritten signature in cursive script that reads "Elaine Carmichael".

Elaine Carmichael,  
Westmont Public Library, Board of Trustees