Westmont Public Library
Regular Meeting of the Board of Trustees

Tuesday, April 19th, 2011
7:00 P.M.

The Meeting was called to order at 7:03 P.M. by President of the Board, Amy Porter, at the Westmont Public Library.

Roll Call:
Present: A. Porter, E. Carmichael, J. Martens, J. Fedeczko, C. Kaifesh, C. Gorman
Also present: C. Kuhn, Director, T. Barry, Administrative Assistant, Megan Stern and Jan Marshall
Absent: S. Scheid

Pledge of Allegiance

Consent Agenda
Fedeczko moved to approve the Consent Agenda, Martens seconded. All in favor, motion passed.

Communications

Email:	03.25.2011	Kuhn to Board – News from ILA, Vol. 4, Issue 9
Email:	03.28.2011	Kuhn to Board – Tax Abatement
Email:	04.05.2011	Kuhn to Board – Meeting Reminders
Email:	04.08.2011	Kuhn to Board – News from ISL
Email:	04.11.2011	Kuhn to Board – Policy & COTW Meetings postponed.
Email:	04.11.2011	Kuhn to Board – Trustee Openings
Email:	04.13.2011	Kuhn to Board – Committee Meetings ~ Final
Email:	04.12.2011	Porter to Board – Committee Meetings ~ Final
Email:	04.13.2011	Kuhn to Board – WCCTB Speed Mail
Email:	04.14.2011	Kuhn to Board – Draft of FY2012 Working Budget

Additional Communications:

Email:	04.14.2011	Kuhn to Board – Re-send of FY2012 Working Budget
Email:	04.15.2011	Kuhn to Board – Board Packet update
Email:	04.15.2011	Kuhn to Board – CUSD201 C.E. Miller News
Email:	04.15.2011	Kuhn to Board – LIMRiCC Board Agenda & March Mins.

Open Forum:

a. Public – WPL Patron, Jan Marshall, regularly works in the computer lab on genealogy research. Marshall felt that the staff at Westmont was unable to answer all of her questions. Marshall was also concerned with the change of format at the Ancestry.com website as printing her research was now costing her more money. Marshall also felt that the staff near the computer lab was not providing her with adequate attention or guidance on how to get to different sites or how to save money printing. Kuhn apologized for her frustration and explained that the Library had no control of the document layout at Ancestry.com or any other website. Kuhn suggested a one-on-one lesson with a librarian on how to create a "printer friendly version," in addition to how to use the "print preview" option.
Megan Stern – Stern introduced herself as an acquaintance of Porter's and expressed her interest in the upcoming trustee vacancies. Stern feels that her background in accounting would be an asset to the Board.

b. Trustees –
Carmichael – Happy Easter
Martens – The new canopy looks good
Gorman – Harlem Wizards playing at WHS on Thursday 21st, 6:30 tip off.
Kaifesh – Happy Easter
Fedeczko – Welcome Megan

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Fedeczko – Welcome Megan
Kuhn – Kuhn shared the Space Challenge literacy kit as an example of a new collection. Kits will have a two week check-out period. Replacement cost is about $55.00.

Kuhn also shared that the Library had donated water bottles and lunch totes to Gregg House and the Westmont Rotary Club in response to their requests for give-a-ways.

Lastly, the request from the Illinois Department of Labor (confirmation of prevailing wage during roof repairs) was addressed and returned to the State. No further news.

Additions and Deletions:

ADDENDUM TO BILLS PRESENTED ON 19TH APRIL 2011
GENERAL ACCOUNT / CLARENDON HILLS BANK **A/C 8590**

RECIPIENT	CHECK	MEMORANDUM	NOTE	WPL CODE	AMOUNT
AMAZON CORPORATE	1243	INVOICES - SEE ATTACHED	INVOICES DUE 5 MAY, 2011	00.0000	$1,317.01
BAKER & TAYLOR	1244	INVOICES - SEE ATTACHED	LIBRARY MATERIALS	00.0000	$14,880.77
BOOK LETTERS	1245	INVOICE RB02743	ANNUAL BASE SERVICE - ONLINE	11.4217	$1,080.00
BOOKLIST ONLINE	1246	INVOICE 04062011	ANNUAL RENEWAL - ONLINE RESOURCE	11.4217	$475.00
BUCKSON, KATE	1247	INVOICE 04192011-CMK	REIMBURSEMENT - SEE ATTACHED	00.0000	$328.45
PERFECT SYSTEMS	1248	INVOICE 12094	XEROX TONERS	11.4427	$219.00
PETTY CASH CUSTODIAN	1249	INVOICE 04192011-CMK	IN-HOUSE P.C. - SEE ATTACHED	00.0000	$141.77
PITNEY BOWES	1250	INVOICE 8375032-AP11	POSTAGE MACHINE LEASE	11.4727	$85.00
RECORDED BOOKS	1251	INVOICE 74172027	ADULT-AV	11.4213	$90.60
SCIENCE BOOKS & FILMS	1252	INVOICE 04192011-CMK	ANNUAL RENEWAL - SUBSCRIPTION	11.4215	$45.00
THOMAS, LYNN	1253	INVOICE 04192011-CMK	REIMBURSEMENT - SEE ATTACHED	00.0000	$76.65
				TOTAL	**$17,752.78**

SPECIAL RESERVES / ILLINOIS FUNDS A/C #1589

RECIPIENT	CHECK	MEMORANDUM	NOTE	WPL CODE	AMOUNT
CLARK, DAVID	1197	INVOICE 03312011-CMK	PROJECT MANAGEMENT - FRONT PLAZA	70.4812	$2,642.50
LARSON ENGINEERING	1198	INVOICE 0048712	PROFESSIONAL SVCS. 01232011-02222011	70.4812	$461.00
LARSON ENGINEERING	1199	INVOICE 0049236	PROFESSIONAL SVCS. 02232011-03222011	70.4812	$1,500.00
TBGEC	1200	INVOICE 13487	OUTDOOR LIGHTING/4 POLES/4 FIXTURES	70.4812	$5,763.00
				TOTAL	**$10,366.50**

TOTAL AMOUNT ADDED TO BILLS PRESENTED FOR REGULAR BOARD MEETING APRIL 19TH, 2011 $28,119.28

Gorman moved to include the Additional Invoices with Bills and Salaries, Martens seconded. All in favor, motion passed.

Additional Communications

Email: 04.14.2011 Kuhn to Board – Re-send of FY2012 Working Budget
Email: 04.15.2011 Kuhn to Board – Board Packet update
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Additional Business

Kuhn would like to add a topic to Unfinished Business – Affirming the decision made at prior Board Meeting with regard to awarding the contract for Plaza Project Improvements.

Bills and Salaries:

Porter requested a motion to approve the Bills and Salaries. Gorman moved to approve, Kaifesh seconded.

Martens asked about the substantial YTD increase to vendor Service Master, from $23,016.00 to $32, 011.00. Kuhn will double check records but pointed out that the expense for window washing was originally paid out to Service Master - Addison and should have been paid out to Service Master – Carol Stream and may not have been corrected as such in the General Ledger. Fedeczko asked about the additional payout of $12,000.00 to the Village. Martens asked who G.E. Capital is. Kuhn said that they are the copier leasing company (replacing Tygis). Gorman asked about payout to SWAN. Kuhn explained that SWAN replaced MLS and pointed out how the numbers balanced out. Carmichael asked about the $3,031.50 payment to MLS. Kuhn explained that was for electronic resources, paid quarterly. A combination for GALE databases. Kuhn to investigate.

Gorman asked about payments to Nicor. Kuhn explained that through the Village's franchise agreement that the Library received, there was a set number of BTU's for free and then the remainder was paid for by the Library. Carmichael asked who PBS was. Kuhn explained that stood for Public Broadcasting System from which we purchased many DVD's. Carmichael asked about LAN Maintenance and Perfect

Systems. Kuhn said that it was payment for LAN Maintenance; inclusive time spent preparing a variety of proposals outlining options for Technology improvements, time meeting with our in-house Tech Team and troubleshooting with our server and copy machine and link to IRS web-site.

Roll call vote: Kaifesh, Martens, Carmichael, Porter, Fedeczko and Gorman – All Ayes, 0 Nays, motion passes.

Absent: Scheid.

Scheid arrived at 7:33 P.M.

Carmichael asked about the payments to D. Clark. Kuhn provided details about which payments came from where. Clark gets money from General Operating for general maintenance issues and money from Special Reserves for work regarding special projects. Carmichael said it looked like he was paid twice for $560.00. Kuhn explained that the payment from the Village was for Buildings and Grounds maintenance ($280.00) and LAN Maintenance ($280.00) = $560.00 and the addendum to Bills Presented was for hours billed for Project Management for building issues, also = $560.00. Carmichael asked what type of work he did on our computers. Kuhn explained Clark had primarily spent time designing a database for us to input statistics from circulation into the database and it would prepare numbers for the State Library. Fedeczko asked which program he's using. Kuhn said it was an Apple program.

Treasurer's Report

Fedeczko moved to approve the Treasurer's Report, Gorman seconded.

Roll call vote: Kaifesh, Scheid, Martens, Carmichael, Porter, Fedeczko and Gorman – All Ayes, 0 – Nays. No further discussion. Motion passed.

Unfinished Business:

Board to Consider Plaza Projects

a) Board to Consider Plaza Projects – Affirming the decision made at prior Board Meeting with regard to awarding the contract for Plaza Project Improvements.

   Motion to affirm the 2011 Pavement Improvement contract to the lowest qualified, responsible bidder, in this case Robert R. Andreas & Sons, Inc.

   Kuhn requested the signing of the contract with Andreas & Sons to be confirmed in a motion.

   Kaifesh moved to approve accepting the contract with Robert R. Andreas & Sons, Inc., Fedeczko econded.

   Roll call vote: Kaifesh, Scheid, Martens, Carmichael, Porter, Gorman, Fedeczko – All Ayes, 0 Nays, motion passed.

i) Board to Consider Plaza Projects - Approve purchase of benches.

   Martens moved to accept the DuMor® bench as recommended by Clark. Kaifesh seconded. Martens pointed out that the warranty was only 20 years and not 25. Fedeczko remarked that it was the only one with arms. Carmichael asked if the cost of $3,209.00 was for two benches and inclusive of shipping. Kuhn confirmed that the cost included shipping ($253.00) and that it was for two benches.

   Roll call vote: Kaifesh, Scheid, Martens, Carmichael, Porter, Gorman and Fedeczko – All Ayes, 0 – Nays, motion passed.

ii) Board to Consider Plaza Projects - Approval of Flag Pole proposal

Clark explained that the existing flag pole would be removed or cut down. When the concrete was poured for the plaza area a new base/footer would be made for the old pole to fit into. Gorman asked what, in addition to cutting down the pole, was included in the cost of $1,300.00. Clark explained that the $1,300.00 cost included the rental of a crane, the cutting down of pole and installing pole in new location. Gorman asked how long the project would take. Clark said the cost was primarily for supporting the pole and maneuvering it. Fedeczko noted the quote was dated January 31st and asked if it was still valid. Clark said as far as he knew it was. It was valid in March.

Porter asked if All Speed Welding were bonded and insured. Clark said yes.

Kaifesh moved to accept, Martens seconded. Carmichael asked if the alternative was not to move it at all. Gorman mentioned getting another quote. Porter asked Clark if there was another option to move it instead of renting a crane. Clark said he did not know of any other way to do it. Using a lift would offer support at the mid-way point so it does not fall over.

Roll call vote: Kaifesh, Scheid, Martens, Carmichael, Porter, Gorman and Fedeczko – All Ayes, 0 – Nays. Motion passed.

iii) Board to Consider Plaza Projects - Approval of Masonry proposals.

Clark secured proposals for the brickwork. Hoppe Construction came in second lowest at $13,700.00. Andreas Brothers came in lowest at $11,250.00. The other two firms recommended by the Larson Engineering, bid way too high.

Gorman moved to approve the bid by Andreas Brothers to complete the masonry work, Scheid seconded.

Roll call vote: Kaifesh, Scheid, Martens, Carmichael, Porter, Gorman and Fedeczko – All Ayes, 0 – Nays, motion passed.

New Business

Board considered FY2012 Working Budget

Kuhn distributed copies of a spreadsheet itemizing the FY2012 Working Budget adjusted to reflect the abated levy. Estimated revenues were also provided.

Gorman asked if we could use some of the surplus monies to complete the RFID project into FY2012 rather than phasing it out over 3 years. Kuhn explained that the labor expenses – if current staff are engaged, cannot come out of Special Reserves. Kuhn will investigate using temporary workers. *Some expenses for the RFID project can be paid out of Special Reserves; ie. RFID tags and cost of labor required to apply tags in materials.

Kuhn explained that the estimated $205,000.00 savings from FY2011 automatically became Special Reserve at the end of the year. Kuhn suggested using $112,000.00 of that surplus to pay down the loan for the roof and thus 'balance the budget'.

Gorman asked about future Technology upgrades. Kuhn was considering two replacement options; 1.) PC's and monitors and cloning drives for ease of management or 2.) Upgrading and virtualizing the server and extending the life of current equipment by converting to Thin Clients.

Gorman moved to approve the FY2012 working budget, Fedeczko seconded.
Roll call vote: Kaifesh, Scheid, Martens, Carmichael, Gorman and Fedeczko – All Ayes, 0 – Nays.

Gorman complimented Kuhn on her thoroughness and clarity in her preparedness and explanation of the FY2012 working budget.

Board considered Identity Protection Policy

Kuhn stated that this is more of a CYA policy than anything else. Porter asks if this was an existing policy and Kuhn said that we had an Identity Protection Practice in place but not a policy.
The State is requiring us to have an Identity Protection Policy in place. The cover letter is from a record from Metropolitan Library System and the Identity Protection Policy is directly from the Attorney General's office website; their boiler plate.
Gorman moved to approve the Identity Protection Policy, Carmichael seconded. No further discussion, all in favor. Motion passed.

Board considered Public Comment at Board Meeting Policy

Policy should read each person can speak up to 5 minutes depending on how many people speaking were in attendance. Gorman points out that the Board reserves the right to determine. Kuhn said you can change the numbers. The boiler plate form is from the SWAN public meetings.

Fedeczko moved to approve, Martens seconded. Martens asked for clarification under letter C.) "Speaker should provide documentation". Kuhn said that the Speaker, if representing a group, *ie. Homeowners of Liberty Park*, might be protesting having to pay for a library card, then if the speaker were speaking for a group, the speaker would provide documentation to prove they was speaking for the group. All in favor, motion passed.

Board considered Auditor's engagement

Martens asked if the Village was retaining Sikich for another year. Kuhn said that they were and that if the Village engaged them, SIKICH would be obligated to look at our books as well, as the Village is our fiscal agent. Hence, it does result in a cost savings having only to use one Auditor.

Scheid asked if the Village paid for all or a portion of our audit in 2010. Kuhn said that at this point we had not received a bill. Porter asked why the Village was staying with SIKICH. Kuhn asked R. Searl why the Village was continuing to use SIKICH and was told that it would save time this year. Scheid said that there was still a possibility of having to pay for last year. Kuhn explained that money had been budgeted to cover audit costs for this year. Carmichael asked if our cost was less as it was not an independent audit. Guest accountant, Megan Stern, estimated an independent audit could cost about $8,000.00. Kuhn said that when the Village brings their RFP's and recommendations for the auditor, for next year, to the Village Board meeting the Library should be represented at that meeting.
Porter asked when that meeting would be. Kuhn said she thought it would be sometime in the fall so materials would be ready by year end.

The audit would determine that there were no misstatements in the Library's financials, to assess risk and determine that a working budget, appropriations and levy were in order.

Gorman moved to approve the engagement of SIKICH to carry out the audit for 2011, Fedeczko seconded.
Roll call vote: Kaifesh, Martens, Carmichael, Porter, Gorman and Fedeczko – Ayes. Scheid – Nay.

Board considered Trustee vacancies

Kuhn said that the new openings could not be posted until the official canvas was done after the vote, which is 30 days after the election. Kuhn said that the next step would be to establish an ADHOC committee would be established for trustee selection; in the past, it has been one of two ways – COTW or a sub-set, it's up to the Board and then post the openings. Kuhn then recommended saying "pending the results of the canvas, thirty days after the election, we are going to establish an ADHOC committee, we are going to post for any openings there might be".
Kuhn said the motion would be to the affect; Amy could say we are going to form a committee pending the canvassing, should we in fact have openings". Martens moved to approve, Scheid seconded.

Porter asked if the Board wanted a Committee of the Whole. Kuhn determined that with five board members, only three would have to be in attendance. All in favor. Committee will move forward with advertising the openings, passing out applications and then following up with the application process. Advertised in the paper following the end of canvassing (May 2?), advertisement will run for about two weeks.

Gorman moved to approve the application process for new Trustees, Martens seconded, all in favor. Motion passed.

Board considered Director's evaluation

Kuhn asked the Board what information they would need prior to the annual Director's evaluation. Board asked for a copy of the last form used. Martens asked for an updated summary of her accomplishments. Carmichael asked for a progress report of the coursework that was previously assigned in addition to a brief description of what duties the Assistant Director has taken over. Scheid and Gorman suggested a 360 Review would be helpful.

Executive Session – None

Adjournment

Gorman moved to adjourn, Kaifesh seconded. Meeting adjourned at 10:03P.M.

Respectfully submitted,

Shana Scheid
Westmont Public Library
Board of Trustees, Secretary