



# Westmont Public Library

## Minutes

Regular Meeting of the Board of Trustees

**Kwasek Meeting Room**

**Tuesday, June 16th, 2009**

**7:00 p.m.**

The Meeting was called to order at 7:02 p.m. by Vice President, Amy Porter, at the Westmont Public Library.

**Roll Call:**

**Present:** A. Porter, J. Martens, C. Gorman, C. Kaifesh  
**Also present:** C. Kuhn, Director, T. Barry, Administrative Assistant,  
 Shana Scheid (to be sworn in as appointed Trustee under New Business)  
**Absent:** J. Fedeczko and E. Carmichael

**Pledge of Allegiance:**

Approval of the Minutes for May 19<sup>th</sup>, 2009

A. Porter requested a motion to approve the minutes of May 19<sup>th</sup>, 2009. C. Gorman moved to approve, J. Martens seconded. Motion to approve passed unanimously.

**Open Forum:**

None

**Additions and Deletions:**

**Additions to Bills and Invoices**

<b>Name of Recipient</b>	<b>Check No.</b>	<b>Memo</b>	<b>WPL Account</b>	<b>Amount</b>
Clark, David	1676	Project Management 11.4611 \$210.00 General Maint. 11.4617 \$805.00 Project Mgmt.	00.0000	\$1,015.00
Harrison & Company	1677	Invoice #0033939-IN 11.4221 \$15.90, 11.4229 \$69.98 Youth Service Materials	00.0000	\$85.88
Kellenyer Godfryt Hart	1678	Invoice #09.1536 Engineering Services, Roof	11.4816	\$755.00
MLS	1679	Invoice #46219 Dir & Off Errors & Omissions Insurance	11.4822	\$2,500.00
MLS	1680	LIMRiCC Unemployment UCGA 1 <sup>st</sup> QTR 2009	11.4058	\$343.28
Nicor Gas	1681	Monthly Service May-June 2009	11.4631	\$450.27
Northlake Public Library	1682	Annual SAM Maintenance FY2008-2009	11.4658	\$500.00
Scholastic	1683	Invoice #11304045 Youth Service Materials	11.4227	\$1,290.00
Warehouse Direct	1684	Invoice #361878.0 Office Supplies	11.4411	\$134.79

**TOTAL \$7,074.22**

Additions to Bills and Invoices paid (continued)...

C. Gorman queried the role David Clark played with regard to our roof repair project. C. Kaifesh wanted to know if he was union or non-union. C. Gorman wanted to know how he billed out. C. Kuhn explained that she met D. Clark through a group of mutual acquaintances and that, she was very pleased with his initial carpentry job at the library. The position of Project Manager was advertised, as necessary, and D. Clark met the qualifications necessary to the library. C. Kuhn explained that he had been very successful in putting together a team of contractors and sub-contractors to carry out various projects in a timely, economical and compatible fashion. C. Kuhn confirmed that D. Clark is non-union and that his billing rate is at \$35.00 per hour, and does not include his travel time and expenses.

J. Martens asked about the checks to MLS and C. Kuhn explained that the \$2,500.00 was for the Insurance of Directors and Officers of Errors and Omissions. The check to MLS for \$343.28 was for the 1<sup>st</sup> Quarter LIMRiCC Unemployment Compensation Group Account.

C. Kuhn explained about the final invoice to Northlake Library for SAM print management and how we are moving to CASSIE a new print management system.

C. Kuhn also explained an addendum from KGH with regard to their contract. C. Gorman asked whether or not D. Clark had any comment on the letter from KGH. C. Kuhn relayed that D. Clark said that he made sure that the library was protected as the original contract stated.

J. Martens inquired as to the invoice for Fox Valley Fire and Safety. The vendor totals for this year were at \$8,000.00. C. Kuhn explained that amount includes the cost for replacement of sprinkler heads.

In reviewing year-to-date Vendor Report for FY2008-2009, C. Gorman inquired as to the payment to the Village for \$3,347.40. C. Kuhn advised that the payment was for Health Insurance. A. Porter inquired as to payments to Banc of America Leasing. C. Kuhn advised that Banc of America Leasing was the leaseholder of our old copy machine. C. Gorman inquired as to the payment made to the sealing company and asked how often we had our parking lot resurfaced. C. Kuhn confirmed that the lot was resurfaced annually but, due to construction, the lot would not be resurfaced until 2010. C. Gorman inquired as to the nature of our business with Penworthy. C. Kuhn confirmed that Penworthy recycled our old paperback books into new children's books. A. Porter inquired about our business with Scot Press. C. Kuhn confirmed that Scot Press meets all of our printing needs although much work is done in-house. C. Gorman inquired as to the library policy for bidding out work. C. Kuhn explained that in general, work or materials exceeding \$1,000.00 was chosen following quotes (not bids) and once we found a supplier we were happy with we stuck with them for up to three years.

A. Porter requested a motion to approve Additional Invoices to Bills and Salaries. C. Gorman moved to approve, J. Martens seconded. Roll Call vote: A. Porter, C. Gorman, J. Martens, C. Kaifesh – All Ayes, 0 Nays  
Absent: J. Fedeczko and E. Carmichael

Additions to Communications:

LETTER: 06.16.09 Kellermeyer, Godfryt & Hatt – Observation Services and Contract Administration.

Treasurer's Report

C. Kuhn explained that the budget variance report was not included with the packet for the Board because the numbers were not received in time.

Amy Porter requested a motion to approve the Treasurer's report. J. Martens moved to approve. C. Gorman seconded. Roll call vote: A. Porter, C. Kaifesh, C. Gorman, J. Martens – all ayes, 0 nays  
Absent: J. Fedeczko and E. Carmichael

Committee Reports

Amy Porter reported that we have a new trustee. A. Porter introduced Shana Scheid and recommended to the Board that Shana Scheid be appointed as trustee for the next two years.

Librarian's Report

C. Kuhn talked about the program scheduled to be held in the meeting room on June 27<sup>th</sup>. Du Page Green Party would host a paneled discussion on same sex marriages. The library did not sponsor this program. C. Kuhn explained that Westmont resident cardholders could use the meeting room for not-for profit purposes for a nominal fee of \$25.00. C. Kuhn was responsible for authorizing all applications according to Board Policy.

Librarian's Report (continued...)

C. Kuhn discussed briefly our new print management system, CASSIE. C. Gorman inquired as to whether or not the time limit for use of public computers was 45 minutes or 60 minutes. C. Kuhn stated that patrons are guaranteed 60 minutes and may stay on up to 4 hours per day, seven days a week.

Amy Porter requested a motion to approve the Librarian's report. C. Kaifesh moved to approve. J. Martens seconded. All ayes. Motion passed unanimously.

J. Martens inquired as to whether or not quorum would be met at the Buildings and Grounds Committee meeting scheduled to take place on Saturday, June 20th. J. Martens unable to attend. A. Porter available. C. Gorman and J. Fedeczko had to check their calendars. E. Carmichael not on committee but might be able to attend. C. Kuhn suggested having the meeting in July although she said that D. Clark would be in Westmont over the weekend of the 20<sup>th</sup> June to answer any questions.

Amy Porter requested a motion to approve the date of the next Building and Grounds Committee meeting. Meeting to be held on Saturday, June 20<sup>th</sup>, 2009 at 10:00 a.m. C. Gorman moved to approve. J. Martens seconded. All ayes. Motion passed unanimously.

C. Gorman inquired as to what the Library was doing for the Taste of Westmont. C. Kuhn explained that the library would have building blocks for children to play with inside the Youth tent. Building toys to tie in with our Building your Dreams theme for Summer Read program.

#### Unfinished Business

The slate grey tile was agreed upon. C. Gorman inquired as to when the tile would be laid. C. Kuhn explained that the utility shed would be tiled first as a test run. The initial construction would begin on July 6<sup>th</sup>. A pre-construction meeting was scheduled for June 19<sup>th</sup>, 2009.

C. Kuhn explained the contract administrative services to be carried out by KGH Engineers. Services not to exceed an amount of \$42,500.00. C. Kuhn thought that this sum was below 8% of budget.

Amy Porter requested a motion to approve. C. Gorman moved to approve, C. Kaifesh seconded.

Roll call vote: C. Kaifesh, C. Gorman, J. Martens, A. Porter – all ayes, 0-nays

Absent: J. Fedeczko and E. Carmichael

C. Kuhn reviewed key statistics from the 2008-2009 IPLAR. A. Porter inquired as to whether or not patrons were being encouraged to register to vote when they applied or renewed their library cards. C. Kuhn confirmed that they were. J. Martens asked why we thought the programs had been so successful. C. Kuhn explained that the party themes, craft projects, and snacks together with excellent marketing and fun instructors played a big role in the increased turnout. T. Barry added that staff and volunteers made a special effort to call patrons and remind them of the programs the day or evening before.

C. Gorman inquired about the 20% decrease with regard to children's materials purchased. C. Kuhn said she would investigate. C. Gorman also inquired as to whether or not donated materials get added to the collection. C. Kuhn explained that children's materials were not usually added unless they were in excellent condition.

C. Gorman inquired about the 'holding pattern' for items requested. C. Kuhn explained the basics of the standard hold pattern and the 'preferred' status of a WPL patron waiting for a WPL item.

Amy Porter requested a motion to approve the IPLAR numbers. C. Kaifesh moved to approve, J. Martens seconded. All ayes, 0-nays. Motion passed unanimously.

#### Board to consider new Trustee

Amy Porter requested a motion to approve the new Trustee, Shana Scheid. J. Martens moved to approve, C. Kaifesh seconded.

Roll call vote: C. Kaifesh, C. Gorman, J. Martens, A. Porter

Absent: J. Fedeczko and E. Carmichael

#### Committee Assignments

Amy Porter requested tabling the final committee assignments for a later date when all Trustees would be present.

#### New Business

C. Gorman swore in Shana Scheid as the appointed Trustee.

Amy Porter requested the Board to consider the budget and appropriations for FY2010. C. Kuhn explained that the budget monies must be appropriated to spend. C. Kuhn explained that \$300,000 from last year's budget would be put in the Reserve Fund. C. Gorman suggested levying at 18 mils or so. J. Martens inquired as to why the maximum mils weren't used. C. Gorman and J. Martens suggested using the maximum mils and putting some money aside for the impending downturn in tax dollars. C. Kuhn said that she thought that going much higher than 18 mils might cause ill will in the community due to the current economic downturn.

J. Martens inquired if approval from the Board was necessary for an increase in staff numbers. C. Kuhn confirmed that the decision to increase staff was primarily hers but that she would be happy to share any numbers to those interested.

C. Gorman inquired about the MP3 players and the proposed KINDLES. C. Kuhn explained that KINDLES were to newest, hottest device to read books on.

C. Kuhn stated that additional funds would be needed for salaries and new or refurbished furniture.

C. Gorman stated that there appeared to be about \$8 or \$9 difference between mils. C. Kaifesh and A. Porter inquired as to where the savings of \$300,000.00 came from. C. Kuhn explained that it was mostly from spending less on the collection than anticipated and not hiring new staff.

C. Kaifesh strongly urged asking for the 18.5 mils to increase the library's hours of operation.

C. Kuhn said that she would make a new report that reflects the 18.5 mil. C. Kaifesh and C. Gorman said that they would like to see the dollars go towards furniture and not salaries. S. Scheid suggested focusing on salaries for more open hours. C. Gorman suggested that the choice should be brought to the community.

Amy Porter requested a motion to approve the Budget and Appropriation report using an estimated 18.5-mil rate. C. Gorman moved to approve, C. Kaifesh seconded.

Roll call vote: C. Kaifesh, C. Gorman, J. Martens, A. Porter, S. Scheid – All ayes, 0-nays

Absent: J. Fedeczko and E. Carmichael

Board considered completion of re-design of second floor. Board considered the lighting retrofit. C. Kuhn confirmed that the bank loan for roof repairs was for \$900,000 and only \$750,000 was needed. C. Kuhn would like to focus on the T12 change out.

Amy Porter requested a motion to approve the fixed fee for Tiffany Nash, Architect, to write up the necessary plans for the completion of the re-design of second floor and a separate lighting plan. C. Kaifesh moved to approve, J. Martens seconded.

Roll call vote: C. Kaifesh, C. Gorman, J. Martens, A. Porter, S. Scheid – All ayes, 0-nays

Absent: J. Fedeczko and E. Carmichael

Board considered the re-writing of the Personnel Handbook. C. Kuhn suggested engaging Mary Jane Kepner for the job. C. Gorman inquired as to whether or not C. Kuhn had compared prices and necessary skills. C. Kuhn said she had not and that Mary Jane Kepner is a professional librarian and a consultant who wrote the first handbook. C. Gorman said she wants to know who else would be acceptable to re-write the handbook. C. Kuhn explained that Management Association of Illinois might also provide this service. C. Gorman suggested the matter was tabled until two more quotes were secured.

Board considered committee assignments and C. Kaifesh agreed to serve on the By-Law and Policy Committee together with C. Gorman and J. Martens.

C. Gorman inquired about the input for Strategic Planning Committee and the availability of consultants. C. Kuhn stated that we had used Mary Jane Kepner in the past and that there were many focus groups.

C. Kuhn outlined the priorities set by the previous Strategic Planning process.

1. Have what people want, not what we think they should.
2. Create a living room feel.
3. Lifelong learning center.
4. Become a general reference center

Amy Porter requested a motion to adjourn. C. Kaifesh moved to approve, J. Martens seconded. Meeting was adjourned at 9:20 p.m.

Respectfully submitted,

  
Chris Gorman

Westmont Public Library  
Board of Trustees, Secretary