



Westmont Public Library
Regular Meeting of the Board of Trustees
Tuesday, October 20th, 2009
7:00 p.m.

The Meeting was called to order at 7:03 p.m. by Joyce Fedeczko, President of the Board, at the Westmont Public Library.

Roll Call: Present: J. Fedeczko, A. Porter, J. Martens, C. Gorman, S. Scheid, T. Kaifesh and E. Carmichael
Also present: C. Kuhn, Director, T. Barry, Administrative Assistant, Karol Sole, Resident, Carmen Higgins, Outreach Coordinator of Westmont Public Library, David Clark, Project Manager, Jim Erickson and Courtney Bowen, Engineer Consultants and David Gorseger, Project Manager of Christiansen Roofing

Pledge of Allegiance

Consent Agenda

Minutes for September 15, 2009

Communications:

Letter: 09.14.2009: Thank you letter from Book Worm Angels
Email: 09.16.2009: LIMRiCC Board Agenda/Information 9.21.09 Meeting
Email: 09.16.2009: MLS L2 Announce, New and Upcoming Events
Email: 09.21.2009: Village Board Meeting Agendas / Agenda Link
Email: 09.23.2009: Community Surveys on Village Website
Email: 09.23.2009: MLS L2 Announce, New and Upcoming Events
Email: 09.24.2009: MLS E-announce, Vol. 3, No. 18
Email: 09.24.2009: WCCTB Networking Event
Email: 09.25.2009: Illinois State Library ISL E-News ISL Vol. 2, No. 39
Email: 10.01.2009: MLS L2 Announce, New and Upcoming Events
Letter: 10.01.2009: KGH Field Report No. 14 Roof Project
Email: 10.05.2009: WCCTB State of the Village Address
Email: 10.06.2009: MLS E-announce: Library Card Sign-up Month
Letter: 10.06.2009: Du Page County Board of Review Tax Assessment
669 Pasquinelli Drive, Westmont, IL 60559
Letter: 10.06.2009: KGH Field Report No. 15 Roof Project
Email: 10.07.2009: MLS E-announce: Vol. 3, No. 19
Email: 10.13.2009: Westmont Complete Count Committee Census 2010
Email: 10.13.2009: MLS Save Illinois Libraries Campaign

Committee Reports (none)

Librarian's Report

J. Fedeczko asked if anyone wanted to pull anything out of the Consent Agenda. S. Scheid said that she wanted the Minutes to be pulled. S. Scheid referred to the paragraph with regard to the approval of the Levy. S. Scheid said that she was misquoted. S. Scheid said that her comments were not so pointed. S. Scheid said she felt her comments had actually been expressed much more broadly. S. Scheid requested that the verbiage is changed. Given the extensive changes, C. Kuhn requested S. Scheid to provide more appropriate verbiage.



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J. Fedeczko expressed the purpose of a Consent Agenda was for the Board to review the items included, several days in advance, allowing sufficient time to make suggestions and/or changes prior to presenting the item before the Board.

J. Fedeczko also indicated a typographical error in the last sentence on the sixth page. The word “than” should be changed to “then”.

J. Fedeczko requested the Minutes to be pulled and tabled until the next meeting so that corrections could be inserted.

J. Fedeczko requested a motion to approve/accept the Consent Agenda. C. Kaifesh moved to approve, J. Martens seconded - All Ayes. Motion passed unanimously.

Open Forum:

Roof Progress Report, D. Clark, Project Manager – October 20, 2009

1. In April of 2008: Library Project Manager and Ken Swart of Mortenson Roofing spent an entire day removing tiles and inspecting damage to roof. This confirmed that roof situation was not a “patchable” job. Mr. Swart recommended Jim Erickson of KGH as the best engineer around for this type roof.
2. Erickson was engaged to do assessment of conditions. This was presented to Board fall of 2008.
3. Decision was made to install tile roof. Erickson engaged to prepare plans and bid documents. Roof bid early spring of 2009. Christiansen selected.
4. Roof project begun summer 2009.
5. October, 2009: Roofing tiles are complete. All window caulking complete. All tuck-pointing complete. Lower soffits remain to be painted now that the scaffolding is gone. Some flashing work remains. We are ahead of schedule, on and perhaps slightly under budget.
6. Slight damage to grass by crane repaired by Christiansen.
7. Water damage to Meeting Room ceiling repaired by Christiansen.
8. Sidewalk damage from crane to be repaired by Christiansen.
9. We have replaced approximately 275 stained ceiling tiles, with a dozen or so remaining to be done at smoke detectors and light fixtures.

D. Clark reiterated how well each member of the Project Team worked together. Supplies needed: Insulation Board @ 20160 sq. ft, Plywood @ 20160 sq. ft., Deck screws @ 10,000, Ice & water shield at 15,750 sq. ft., sharkskin @ 45,000 sq. ft., Copper nails @ 52,200, Roof tiles @ 23,310, Aluminum trim @ 1,000 ft, Copper @ 1,110 ft., Expanding foam @ 45 cans! C. Kaifesh suggested publishing the amounts of supplies used. J. Fedeczko asked J. Erickson and C. Bowen if they would be interested in being interviewed by the press if the library decided to write up a press release. J. Erickson replied that they would be available, if needed.

Hispanic Outreach Coordinator – Carmen Higgins

C. Kuhn invited C. Higgins to address the Board with highlights of her role at the library. C. Kuhn explained that C. Higgins was chosen to join the staff at the library in conjunction with the current strategic plan and the marketing avenues previously approved by the Board. C. Higgins part-time position is split between duties as a Public Service Associate and an Outreach Coordinator. She is eager to reach out to those cultures that have not used the library in the past or those who do not realize the wealth of resources that the library currently offers. C. Higgins has joined two networking groups, Reforma and Learned, to enhance her local resources. C. Higgins coordinated the translation of the library’s welcome brochures, organized an English Conversation Group (held

2 x month) for anyone wishing to improve their English. J. Fedeczko suggested that Carmen contact Literacy Du Page again with regard to the English Conversation Group to help market the program as there 140 Westmont residents waiting for tutoring. C. Gorman asked how old a tutor needs to be. J. Fedeczko said the minimum age is 18. C. Higgins also coordinated a bi-lingual story time, English to Spanish and Spanish to English (held 2 x month) and organized a recent community event to celebrate the Hispanic Culture Awareness month attended by more than 100 Westmont residents! C. Higgins has increased awareness between the community and the local school districts as to the successful ways we can work together and the valuable resource tools available to all.

Additions and Deletions:

Additions to Communications:

- Email: 10.16.2009: ISL Newsletter, ISL Vol. 2, No. 42
- Email: 10.16.2009: Calendar Items
- Email: 10.17.2009: Strategic Planning Committee, Committee of the Whole

Additional Bills & Invoices:

**ADDENDUM TO MEMO FROM VILLAGE for BILLS PRESENTED FOR PAYMENT
ROOF CONSTRUCTION ESCROW ACCOUNT / CHB 8817**

Name of Recipient	Check No.	Memo	WPL Account	Amount
Christiansen, Inc. Roofers	0008	Roof Project: Contracting Expenses Request for Payment No. 4 Period ending 09.30.2009	11.4617	\$155,788.92
Westmont Interior Supply House	0009	Interior Ceiling Tiles Invoice Number W31914 September 23, 2009	11.4617	\$ 1,152.32
David Clark	0010	Roof Project Project Management September	11.4617	\$ 980.00
Kellermeyer Godfryt Hart Architects & Engineers	0011	Professional Engineering Services Roof Project Invoice Number 09-2173 October 7, 2009	11.4617	\$ 7,764.43
Joe Patchett	0012	Ceiling Tile Replacement Miscellaneous site clean-up	11.4617	\$ 290.00
		TOTAL		\$165,975.67

GENERAL ACCOUNT / CHB 8590

Name of Recipient	Check No.	Memo	WPL Account	Amount
NEOPOST	1018	ACH DEBIT – VOIDED CHECK	VOID	VOID
MLS	1019	LIMRiCC Unemployment Compensation UCGA 2 nd QTR 2009	11.4058	\$ 240.23
MLS	1020	LIMRiCC Unemployment Compensation UCGA 3 rd QTR 2009	11.4058	\$ 102.73
Baker & Taylor	1021	Staff Account Invoice No. 2023717429	11.4211 11.4501	\$ 32.63 \$ 32.63
Lucas Dea	1022	Patron Reimbursement Lost Book – Found	11.4232	\$ 15.95
Victor Kuru	1023	Patron Reimbursement Lost Book – Found	11.4232	\$ 11.99
Anna Stange	1024	Family Campfire Program on Thursday, October 22, 2009	11.4501	\$ 100.00
Lynn Thomas	1025	Employee Reimbursement Program Supplies	11.4501	\$ 133.04
Village of Westmont	1026	Accounting Services October & November 2009	11.4814	\$1,000.00
			TOTAL	\$1,669.20

Treasurer’s Report - August

J. Fedeczko pointed out that the financial reports generated by our accountants at the Village of Westmont state the percentage of budget remaining versus the percentage of budget used as our previous accountants, Lauderbach & Amen, had done. J. Fedeczko asked about the larger revenue amount than the amount budgeted for. C. Kuhn said that was a reflection of the deposit for repayment of roof expenses, from Roof Construction Escrow Account to Operating Fund, made prior to the availability of the Escrow account together with the deposit of per capita grant money won in 2008 paid in 2009. J. Fedeczko asked if there were any questions. E. Carmichael asked if the expense line items for Buildings and Grounds account had been amended. C. Kuhn confirmed that the line item expenses for Buildings and Grounds was still in listed in the wrong line and would investigate with L. Van Bogget. J. Fedeczko requested a motion to approve the Treasurer’s Report from August as amended. C. Kaifesh moved to approve, E. Carmichael/A. Porter seconded.

Roll call vote: S. Scheid, C. Gorman, J. Martens, A. Porter, J. Fedeczko, C. Kaifesh, E. Carmichael – All Ayes.

Treasurer’s Report - September

Line item expense for Buildings and Grounds remains in the wrong line. L. Van Bogget to amend. J. Fedeczko requested a motion to approve the Treasurer’s Report from September report as amended. S. Scheid moved to approve, J. Martens seconded.

Roll call vote: S. Scheid, C. Gorman, J. Martens, A. Porter, J. Fedeczko, C. Kaifesh, E. Carmichael – All Ayes.

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: S. Scheid, C. Gorman, J. Martens, A. Porter, J. Fedeczko, C. Kaifesh, E. Carmichael – All Ayes.

Unfinished Business

Board considered the FY2011 Levy Request – J. Fedeczko asked if there were any questions.

J. Martens said that there was still a concern about increasing the levy amidst the current economic crisis. C. Gorman asked C. Kuhn what the cost to homeowners would be if the levy was increased from 18.11 to 18.5 mils. C. Kuhn responded that an increase would generate \$4.00 per \$100,000 of assessed value.

J. Martens asked if the Board approved the Budget and Appropriation in May based on the 18.5 mil.

Amy Porter asked about 'home rule' status and whether or not there was 'term' on the referendum that was passed in 2006. A. Porter suggested that maybe we should let the public know that we are choosing not to increase mils due to current economic climate but asked if we were risking a safety net if we don't increase the mil now.

C. Kuhn said that because the Village of Westmont is home rule we could essentially raise the Levy to the State Limit of .40 mils. She also advised against going higher than the 19 mils approved by voters.

C. Kuhn also said that referendum is advisory while we are at home rule. If the Village loses home rule, the library would fall under the tax cap and that could perhaps require another referendum.

S. Scheid said that the reason she requested past, present and future figures was to help her digest what the numbers were saying and that is why she did not feel comfortable making a decision last month.

J. Fedeczko reminded the group to consider the 2011 levy request. Current working budget at 2010 (-900K for roof) brings us to \$1.6 M. E. Carmichael questioned the 2010-2011 together with the \$900K difference in the report. C. Kuhn reminded her of the loan amount for the roof. E. Carmichael asked whether any remaining money goes into the Reserve Fund as Policy dictated how that is spent. J. Fedeczko asked whether we should approve the increased mils? A. Porter asked C. Kuhn if it was still her recommendation to stay at 18.11 mils. C. Kaifesh moved to stay at 18.11 mils., J. Martens seconded.

Roll call vote: S. Scheid, C. Gorman, J. Martens, A. Porter, J. Fedeczko, C. Kaifesh, E. Carmichael – All Ayes. Motion passes unanimously.

Karol Sole shared news about a League of Women Voter's meeting in Downers Grove tomorrow evening at 7:00 regarding Tax and Levy information by former Mayor, Betty Cheevers.

New Business

Board considered Sensitive and Non-Public Information Policy

Policy Committee recommended bringing the policy to the Board concurring with C. Kuhn's minimal strike-outs. A. Porter moved to accept the policy as amended, C. Kaifesh seconded.

Roll call vote: S. Scheid, C. Gorman, J. Martens, A. Porter, J. Fedeczko, C. Kaifesh, E. Carmichael – All Ayes. Motion passed.

Board consideration of a Freedom of Information Act Policy (FOIA)

No recommendation, as of yet, from the Policy Committee

Board consideration of a Communications Policy

No recommendation, as of yet, from the Policy Committee

Board considered Intergovernmental Agreement Providing for Risk Management and Authorizing Membership in the Library Insurance Management and Risk Control Combination (LIMRiCC).

MLS requests a total of \$12,000.00 to run the program. Westmont Public Library pays a portion of that. A. Porter moved to accept the Agreement, C. Kaifesh seconded.

Roll call vote: S. Scheid, C. Gorman, J. Martens, A. Porter, J. Fedeczko, C. Kaifesh, E. Carmichael – All Ayes.

Executive Session

J. Fedeczko moved to go into Executive Session, to discuss the Director's Evaluation, at 8:51 p.m. J. Martens seconded.

Board returned from Executive Session at 9:30 p.m.

J. Fedeczko stated that once the Board's evaluation of her was typed up, J. Fedeczko would deliver it personally to C. Kuhn.

J. Fedeczko requested a motion to adjourn. J. Martens moved to approve, A. Porter seconded. Meeting was adjourned at 9:35 p.m. Motion passed unanimously.

Respectfully submitted,



Chris Gorman
Westmont Public Library
Board of Trustees, Secretary