



WESTMONT PUBLIC LIBRARY

Providing the Community Keys to Lifelong Learning

428 North Cass Avenue, Westmont, Illinois 60559

630.969.5625 www.westmontlibrary.org

REGULAR MEETING OF THE BOARD OF TRUSTEES

OCTOBER 15, 2013

The meeting was called to order at 7: 02 P.M. by Amy Porter, President of the Board, on Tuesday, October 15, 2013 at the Westmont Public Library.

Roll Call:

Present: E. Carmichael, J. Fichtel, C. Gorman, J. Martens, S. Scheid, M. Stern and A. Porter
Also present: C. Kuhn, Director, J. Coen, Assistant Director, T. Barry, Administrative Assistant, A. Richards, Finance Department, Village of Westmont and Scott Rosenberg the library's new IT Coordinator

Pledge of Allegiance

Consent Agenda

Fichtel requested amending the minutes with regard to the SWOT exercise by removing the mention of using an independent moderator and changing the sentence to read: The board directed Kuhn to re-visit the exercise.

Gorman moved to accept the amended Consent Agenda, Martens seconded. All in favor, motion passed.

Open Forum:

- a. **Public** – Alicja Richards was present to answer questions. The next Coffee with the Mayor event to be held on Saturday 19th October will be at 2:00 P.M. not 11:00 A.M. as stated in the Neighbor's magazine. This will be conducted similar to a Town Hall Meeting with Village Trustees present. Contact Patti Mielcarski to r.s.v.p.
- b. **Staff** – Kuhn introduced new IT Coordinator, Scott Rosenberg.
- c. **Trustees – Carmichael** – American Winds Band performing on Sunday 20th at 2:00 P.M. at Avery Coonley School. Chamber holiday gift fair will be held at Ashton Place on November 7, 5:00 P.M.-8:00 P.M.

Porter – Holy Trinity's Diamond Jubilee Dinner Dance event will be held this weekend. Tickets are \$75.00. 6:00 P.M. at the Abbington in Glen Ellyn.

d. Director - Kuhn -SWAN system url will be changing on October 25th.

Additions and Deletions:

Additional Communications:

Email: 10.12.2013 Kuhn to Board – Library Transfer - Audit, copy draft management letter

Email: 10.12.2013 Kuhn to Megan Sterrn (cc to Board) – October Board packet

Email: 10.14.2013 Kuhn to Board – Telephone meeting with Pat King – Management Letter

Email: 10.12.2013 Kuhn to Board – Response to Director’s Evaluation

Additional Invoices:

GENERAL ACCOUNT / CLARENDON HILLS BANK A/C #8590					
RECIPIENT		MEMORANDUM	NOTE	WPL CODE	AMOUNT
BUCKSON, KATE		INVOICE 10102013-REIMBURSE	SEE ATTACHED	00.0000	\$241.66
GRAINGER		INVOICE 9258873661	FILTERS X 48 - HVAC	11.4621	\$346.32
GROSEGNER, DAVID		INVOICE 10112013-CMK-SR-ROOF	INSPECTION & TILE REPAIR	11.4611	\$990.00
			EMERGENCY FLUE INSPECTION	11.4611	\$395.00
HOME DEPOT		MISCELLANEOUS INVOICES	SEE ATTACHED	00.0000	\$287.72
ILLINOIS LIBRARY ASSOCIATION		INVOICE 1802240-J. FICHEL	MEMBERSHIP RENEWAL	11.4132	\$75.00
IMPACT NETWORKING INC		INVOICE 302257 - TONER	TONER x 3 - FREIGHT	11.4451	\$19.50
KLEEMANN, KAREN		INVOICE 10052013-REIMBURSE	SEE ATTACHED	00.0000	\$39.74
KUHN, CHRISTINE		INVOICE 10022013-REIMBURSE	XEROX 8570 INK - EBAY	11.4427	\$435.00
LIMRICC		INVOICE 10082013-3RD QUARTER	UCGA - ENDING 09302013	11.4058	\$628.05
NICOR GAS		INVOICE 79848900001-SEPT-OCT.	GENERAL HEAT	11.4631	\$305.73
NORCOMM PUBLIC SAFETY		INVOICE 273.059279 - ALARM	RADIO EQUIP. LEASE	11.4624	\$60.00
OVERDRIVE		INVOICE MR.0008683	MARC RECORDS 10/12-06/13	11.4217	\$88.50

PITNEY BOWES PURCHASE POWER		INVOICE 48496830-SEP-13	METER - 8000909005799932	11.4451	\$150.00
PITNEY BOWES GLOBAL FINANCIAL		INVOICE 8375032-OCT-13	LEASE - 8375032	11.4727	\$67.00
RMC, INC		INVOICE 430463-AIR HANDLER	REPLACE MAIN VALVE	11.4621	\$1,424.76
RECORDED BOOKS, LLC		INVOICE 74805936	LIBRARY MATERIALS-AV	11.4213	\$64.20
SWAN		INVOICE 3337-SWAN	FEES & MAINTENANCE	11.4652	\$7,211.00
UNIQUE MANAGEMENT SERVICES		INVOICE 244454	PLACEMENTS	11.4818	\$26.85
UPS		INVOICE 0000687F0A03-VLK	DELIVERY TO TUFTS UNIV.	11.4451	\$15.02
WINTRUST (FIRST BANKCARD)		MISCELLANEOUS INVOICES	SEE ATTACHED	00.0000	\$2,691.46
				TOTAL	\$15,562.51
SPECIAL RESERVES / ILLINOIS FUNDS A/C #1589					
RECIPIENT		MEMORANDUM	NOTE	WPL CODE	
SPECIAL RESERVES / ILLINOIS FUNDS A/C #1589					
RECIPIENT		MEMORANDUM	NOTE	WPL CODE	
CLARK, DAVID	1304	INVOICE 10152013-CMK-SR-MISC	SEE ATTACHED	00.0000	\$2,957.50
HORNIK ENGINEERED SYSTEMS	1305	INVOICE 2904	Y.S. PLUMBING REPAIR	70.4854	\$254.00
RMC, INC	1306	INVOICE 12293.A-BOILER	BOILER REPLACEMENT	70.4854	\$69,111.00
RMC, INC	1307	INVOICE 122993.B-GUARANTEE	BOILER REPLACEMENT	70.4854	\$7,679.00
		TOTAL ADDED TO BILLS PRESENTED - \$95,564.01			

Gorman moved to include additional invoices with Bills and Salaries, Martens seconded. All in favor, motion passed.

Treasurers Report:

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

Stern asked if transfers of grant monies into the general checking account could be made electronically. Kuhn said she would investigate.

Gorman asked how enrollment in the computer classes looked prior to the instructor cancelling. Kuhn said attendance was pretty good but staff was in the process of trying to hire a new instructor. New classes might also be offered.

Roll Call Vote: Carmichael, Fichtel, Gorman, Martens, Scheid, Stern and Porter -7 Ayes, 0 Nays. Motion passed.

Bills and Salaries:

Gorman moved to approve Bills and Salaries together with the Additions and Deletions, Stern seconded.

Gorman asked if Clark was a licensed plumber. Kuhn responded that he was not. Scheid suggested revisiting the topic of licenses at an upcoming policy meeting and including verification of such licenses in the process of selecting a vendor. Porter asked Kuhn to check Clark's certificate of liability to see what he was licensed for and how it was worded. Kuhn said she would check.

Roll Call Vote: Carmichael, Fichtel, Gorman, Martens, Scheid, Stern and Porter - 7 Ayes, 0 Nays. Motion passed.

Unfinished Business:

None

New Business

Resolution to approve FY2015 Levy request for an amount not to exceed \$1,781,481

Martens moved to approve FY2015 Levy request for an amount not to exceed \$1,781, 481. Fichtel seconded.

Stern suggested some reallocation of some expenses and said she would discuss with Kuhn at a later date. Kuhn said that some building maintenance funds could be moved into the Reserve account. Kuhn spoke also about a special fund which would involve a .02 building and maintenance tax.

Roll Call Vote: Carmichael, Fichtel, Gorman, Martens, Scheid, Stern and Porter -7 Ayes, 0 Nays. Motion passed.

Resolution to approve purchase of new lounge chairs and settees from Business Sections for a cost not to exceed \$6,550

Gorman moved to approve the purchase of six new lounge chairs and two settees from Business Sections for a cost not to exceed \$6,550, Fichtel seconded.

Roll Call Vote: Carmichael, Fichtel, Gorman, Martens, Scheid, Stern and Porter -7 Ayes, 0 Nays. Motion passed.

Resolution to approve Collection Development Policy

Fichtel reported that the Policy Committee recommended tabling this item until Kuhn made the necessary corrections and included feedback from staff. Approval of this Policy would be re-visited at the next policy meeting in January 2014.

Resolution to approve changes to the Personnel code

Fichtel proposed that the board approve the Personnel code pending grammatical changes, Gorman seconded.

Roll Call Vote: Carmichael, Fichtel, Gorman, Martens, Scheid, Stern and Porter -7 Ayes, 0 Nays. Motion passed.

Resolution to transfer \$25,368 FY13 Per Capita Grant monies from Illinois Funds: General Funds account to the Grant (Non-Interest Bearing) account at Clarendon Hills Bank

Stern moved to approve the transfer of \$25,368 FY13 Per Capita Grant monies from Illinois Funds: General Funds account to the Grant (Non-Interest Bearing) account at Clarendon Hills Bank, Gorman seconded.

Roll Call Vote: Carmichael, Fichtel, Gorman, Martens, Scheid, Stern and Porter -7 Ayes, 0 Nays. Motion passed.

Board to discuss Director's Performance Evaluation and approve FY2014 salary

Gorman moved to adjourn to go into Closed Session at 8:15 P.M. for the purpose of discussing; (1) "The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body." 5 ILCS 120//2 c 1. Stern seconded. All in favor

Roll Call vote: Carmichael, Fichtel, Gorman, Martens, Scheid, Stern and Porter – 7 Ayes, 0 – Nays. Motion passed.

Closed Session

Porter called the Regular meeting back to order at 10:21 P.M.

Roll Call:

Present: E. Carmichael, J. Fichtel, C. Gorman, J. Martens, S. Scheid, M. Stern and A. Porter

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

Scheid moved to accept the resignation of Christine Kuhn and bring her on as a full time advisor through November 15, 2013, Fichtel seconded.

Roll Call vote: Carmichael, Fichtel, Gorman, Martens, Scheid, Stern and Porter – 7 Ayes, 0 – Nays. Motion passed.

Martens moved to appoint Julia Coen as interim director of the Westmont Public Library until a permanent replacement can be found. Gorman seconded.

Roll Call vote: Carmichael, Fichtel, Gorman, Martens, Scheid, Stern and Porter – 7 Ayes, 0 – Nays. Motion passed.

Scheid asked if another meeting would be necessary to see how things were going. Coen said she would let her know shortly.

Board agreed to hold a meeting on October 22 at 7:15 P.M. to discuss precisely what was needed and what was wanted. Kuhn said she would send the board a list of potential recruiting consultants. Tuesday October 29 was also set aside for a possible special meeting.

Gorman moved to adjourn at 10:30 P.M., Fichtel seconded. All in favor.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Jason Fichtel', written over a horizontal line.

**Jason Fichtel
Westmont Public Library
Board of Trustees, Secretary**