



# WESTMONT PUBLIC LIBRARY

Providing the Community Keys to Lifelong Learning  
428 North Cass Avenue, Westmont, Illinois 60559  
630.969.5625 www.westmontlibrary.org

## SPECIAL MEETING OF THE BOARD OF TRUSTEES

**OCTOBER 22, 2013**

The meeting was called to order at 7:17 P.M. by Amy Porter, President of the Board, on Tuesday, October 22, 2013 at the Westmont Public Library.

### **Roll Call:**

Present: J. Fichtel, J. Martens, S. Scheid, M. Stern and A. Porter

Also present: C. Kuhn, Library Director, J. Coen, Assistant Director, T. Barry, Administrative Assistant, S. Parker, Finance Director Village of Westmont and K. Sole, Public

Absent: E. Carmichael and C. Gorman

### **Pledge of Allegiance**

### **Public Forum:**

- a. Public** – K. Sole expressed her compliments to Kuhn on a job well done during her twelve years as director of the library.

S. Parker thanked Kuhn for all of her hard work and efforts at partnership that were experienced working together over the years. Parker offered her best wishes for her success.

- b. Staff** – None

- c. Trustees** – None

- d. Director** – None

**Resolution to accept the resignation of Christine Kuhn as Library Director and appoint an interim director** – Martens moved to accept the resignation of Christine Kuhn as Library Director, Scheid seconded.

Roll Call Vote: Fichtel, Martens, Scheid, Stern and Porter -5 Ayes, 0 Nays. Motion passed.  
Absent: Carmichael and Gorman

Martens moved to appoint Julia Coen as interim director, Scheid seconded.

Roll Call Vote: Fichtel, Martens, Scheid, Stern and Porter -5 Ayes, 0 Nays. Motion passed.  
Absent: Carmichael and Gorman

*Carmichael and Gorman arrived at 7:25 p.m.*

**Resolution to appoint Christine Kuhn as library consultant** – Stern moved to appoint Christine Kuhn as library consultant, Fichtel seconded.  
Stern moved to amend the motion to advise Coen to appoint Kuhn as full-time advisor on library payroll, Martens seconded.

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

**Board to discuss search for new library director** - Fichtel shared an article with the board. "A Library Board's Practical Guide to Finding the Right Library Director" by Detroit Suburban Librarian's Roundtable Succession Planning Committee.

Kuhn provided a list of three recruiting consultants together with names of libraries they had assisted and indicated that some consultants also provided advisory roles at the libraries (directorship duties) until someone was hired.

Sole made several helpful suggestions for the board to consider when crafting an RFP and when determining which recruiting consultant to engage. Sole also recommended requesting copies of the consultant's standard contract in addition to recommending that the trustees participate in the selection process when candidates for library director would be invited in for interviews.

Board agreed to contact consultants and request proposals inclusive of an approximate timeline.

Parker recommended contacting some of the libraries that have recently used the same consultants to compare notes. He also reiterated the importance of drafting a timeline of expectations and support details that would be needed to accomplish the end goal.

Library directors would be telephoned and asked for the board member's name who was involved in the hiring process.

Another Special Meeting was tentatively scheduled for next Tuesday 29, October at 7:30 p.m. in addition to the following Tuesday 5, November at 7:15 P.M. Fichtel requested board submit information to him by end of day Friday or no later than noon on Saturday.

Porter asked where in the budget financing the search would come from. Kuhn said she would help Coen find it. Kuhn suggested that funding might come from possibly professional services and/or the salaries for Kuhn from end November, December, January, etc.

Gorman moved to adjourn to go into Closed Session at 8:20 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, Fichtel 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 9:58 P.M.

### **Roll Call:**

Present: E. Carmichael, J. Fichtel, C. Gorman, J. Martens, S. Scheid, M. Stern and A. Porter  
Also present: J. Coen, Interim Director, C. Kuhn, Advisor, T. Barry, Administrative Assistant and S. Parker, Finance Director Village of Westmont

**Resolution to accept compensation for interim director** - Gorman moved to accept compensation for interim director, Fichtel seconded.

Fichtel explained that a stipend of \$500 per pay period (bi-weekly) would be offered and back-paid from October 15, 2013.

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 could be found. Gorman seconded.

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

### **Adjournment**

Carmichael moved to adjourn at 10:02 P.M., Scheid seconded. All in favor.

**Respectfully submitted,**



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