REGULAR MEETING OF THE BOARD
JANUARY 21, 2014

MINUTES

The meeting was called to order at 7:03 p.m. by Amy Porter, President of the Board, on Tuesday, January 21, 2014 at the Westmont Public Library.

Roll Call:
Also present: J. Coen, Interim Director, T. Barry, Administrative Assistant, A. Richards, Finance Department, Village of Westmont, K. Buckson, Marketing & Program Coordinator, John Chorney, Westmont Special Events, Joe Lightcap, Auditor, Baker Tilly and candidates for trustee vacancy: Kerry O’Connor, Nader Cheboub, Tom Noonan and Janet Stock.

Pledge of Allegiance

Consent Agenda

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

Porter asked Coen if the new handyman, Tony Panzica, was a Westmont resident and Coen responded that he was. Porter asked Coen to investigate high-low units with a water bottle refill attachment should the drinking fountain need to be replaced. Porter asked Coen if the Volunteer Coordinator position would be refilled following the departure of Ms. Miklos. Coen explained that Miklos would still be volunteering and carrying out the same duties but off payroll to allow her more freedom to travel on occasion. Porter asked Buckson if summer programming could include walking in the Memorial Day parade. Buckson said she would put it on the calendar. Coen said that working at the Taste would be different this year with library staff working the entire event allowing the trustees to join in at their convenience. Gorman asked Buckson what themes were being considered. Buckson responded that the three finalists were Pop Read (science), Ticket to Read (transportation) or Reading Rodeo or Round-up (western). Carmichael asked Buckson if she wanted trustees to assist during the patron appreciation day. Buckson said any extra people in attendance would be welcome.

Roll Call Vote: Carmichael, Fichtel, Gorman, Martens, Stern and Porter –6 Ayes, 0 Nays. Motion passed.

Public Forum:

Public – Alicja Richards – Finance Department, Village of Westmont, was present to answer questions.
Nader Cheboub – Local resident, who manages various apartments in town, is associated with the Westmont Renaissance Alliance Group and is interested in becoming more involved with the library.

Kerry O’Connor – Local resident who frequents the library often and is interested in becoming more involved in the library.

John Chorney – Attending on behalf of the Parks District and Special Events Committee to discuss opportunities for joint purchase of a digital “community board”.

Joseph Lightcap – Senior Manager, Baker Tilly Auditors, to discuss the audit.

Tom Noonan – Local resident who also frequents the library and would like to become more involved with the library and community.

Janet Stock – Local resident interested in becoming more involved with the library and the community.

John Chorney – Discussed the possibility of the joint purchase of a community message board and said it was possible the sign might be located on library property although the public parking lot behind Manning School was also being considered. The three types of signs being considered were monument style, monopole style or a dual pole sign. Chorney added that he had spoken with Baum Signs who suggested YESCO Electric as they make excellent custom signs. Chorney encouraged the board to discuss further to see if they wanted to move forward even if it was not located on library property. Check out other signs around town and submit feedback to Buckson.

a. Staff – Kate Buckson – Excited about the possibility of purchasing a joint community board to promote local events.

b. Trustees – Carmichael – WCCTB luncheon on January 29, 11:30 at Westmont Center and WCCTB Winter Open House on February 19, 5:00-7:00.

Stern – Standard Market Bite Club (food and drinks sampling) January 24, 5:00-7:00.

Porter – Encouraged board members to stop in to the annual WPL staff and volunteer appreciation dinner at Sweet & Savory Spot, Westmont, January 24, 5:30-7:30. PVPN and Friends fundraising event January 25, 7:00-9:00, next Friends’ meeting, February 4, 7:00, Special board meeting with John Keister, February 11, 7:00, ILA Legislative luncheon in Oak Brook, February 14, ILA Trustee workshop, February 15, Finance Committee meeting at 6:00, Regular board meeting at 7:00, February 18, Multi Chamber Economic outlook luncheon, February 27.

c. Interim Director – Coen – PVPN will perform two separate radio shows about 45 minutes each with a 15 minute intermission on January 25, 7:00-9:00. Concessions will be available for a modest price. Statements of Economic Interest should be received shortly.
Additions and Deletions:

Additional Communications:
Email: 01.14.2014 Coen to Board: Special Board Meeting to be held on Tuesday, February 11, 2014

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TOTAL SPECIAL RESERVES / ILLINOIS FUNDS A/C #1589: $40,862.38

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TOTAL ADDED TO BILLS PRESENTED - BOARD MEETING - JANUARY 21, 2014 $84,791.32

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

Treasurers Report:

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

Roll Call Vote: Carmichael, Fichtel, Gorman, Martens, Stern and Porter – 6 Ayes, 0 Nays. Motion passed.

Carmichael asked Coen to re-code Hoornaert’s reimbursement to grant travel.

Bills and Salaries:

Stern moved to approve Bills and Salaries together with the Additions and Deletions, Carmichael seconded.
Roll Call Vote: Carmichael, Fichtel, Gorman, Martens, Stern and Porter – 6 Ayes, 0 Nays. Motion passed

Unfinished Business:

Discussion of and resolution to approve library director job description:

Martens moved to approve the job description, Gorman seconded.

Roll Call Vote: Carmichael, Fichtel, Gorman, Martens, Stern and Porter – 6 Ayes, 0 Nays. Motion passed

New Business:

Discussion of Library Trustee vacancy applications and approval of interview selections:

Coen shared copies of applications for the five candidates. Coen suggested setting a date for the interviews which would be open to the public. The decision of whom to hire would then be made in closed session. Porter suggested Tuesday, February 4 at 7:00 p.m. Coen suggested the board craft the interview questions and then she would coordinate times with the candidates. Gorman suggested using the questions that were used when Stern was appointed and suggested meeting at 6:30 to briefly discuss the questions and the method in which they would be asked.

Discussion of and resolution to approve Collection Development Policy:

Fichtel reported that the Policy Committee recommended the board approve the newly written Collection Development Policy.

Martens moved to approve the Collection Development Policy as amended, Gorman seconded. All in favor.

Roll Call Vote: Carmichael, Fichtel, Gorman, Martens, Stern and Porter – 6 Ayes, 0 Nays. Motion passed

Discussion of and resolution to approve Library Use and Conduct Policy:

Fichtel reported that the Policy Committee recommended the board accept the amended Library Use and Conduct policy inclusive of new language in association with concealed carry law.

Stern moved to approve the Library Use and Conduct Policy as amended, Carmichael seconded. All in favor.

Roll Call Vote: Carmichael, Fichtel, Gorman, Martens, Stern and Porter – 6 Ayes, 0 Nays. Motion passed.

Discussion of and resolution to assign next By-Law & Policy Committee assignments:

Fichtel asked the board to assign the committee to review the Ethics Act policy and Meeting Room policy prior to the next Policy Committee meeting which would be held in April. The Exhibit & Display policy was approved in January 2013 but remained un-signed and un-posted. Coen would locate and post.
Stern moved to approve the assignment to review the Ethics Act and the Meeting Room policies, Martens seconded. All in favor, motion passed.

Discussion of and resolution to accept library audit by Baker Tilly: (Spencer Parker arrived at 8:00 p.m.)

Lightcap presented a brief explanation of the audit and reported that Baker Tilly felt the audit was acceptable.

Stern moved to accept the library audit, Martens seconded. (Kevin Field of FJDS arrived at 8:05 p.m.)

Roll Call Vote: Carmichael, Fichtel, Gorman, Martens, Stern and Porter –6 Ayes, 0 Nays. Motion passed.

Porter invited Field to give a brief presentation on the status of the main desk. Field proposed a different shade of varnish that introduced a little more warmth and light. All in favor.

Fichtel moved to go into closed session for the purpose of discussing: Meetings between internal or external auditors and governmental audit committees, finance committees, and the equivalents, when the discussion involves internal control weaknesses, identification of potential fraud risk areas, known or suspected frauds, and fraud interviews conducted in accordance with generally accepted auditing standards of the United States of America. 5 ILCS 120/2 c 29.

Discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. 5 ILCS 120/2 c 21, Stern seconded. All in favor.

Roll Call Vote: Carmichael, Fichtel, Gorman, Martens, Stern and Porter – 6 ayes, 0 nays.

Regular Session adjourned at 8:17 p.m.

Closed Session

Porter called the Regular meeting back to order at 8:44 p.m.

Roll Call:
Also present: J. Coen, Interim Director, T. Barry, Administrative Assistant and S. Parker, Finance Department, Village of Westmont

Adjournment

Martens moved to adjourn at 8:45 p.m., Fichtel seconded. All in favor, motion passed.

Respectfully submitted

Jason Fichtel
Westmont Public Library
Board of Trustees, Secretary