



WESTMONT PUBLIC LIBRARY

428 N Cass Ave, Westmont, IL 60559

630 969 5625

westmontlibrary.org

Providing the community keys to lifelong learning

REGULAR MEETING OF THE BOARD AUGUST 18, 2015

MINUTES

The meeting was called to order at 7:02 p.m. by Board President Jason Fichtel on Tuesday, August 18, 2015 at the Westmont Public Library.

Roll Call:

Present: Trustee Elaine Carmichael, Trustee Annie Delano, Vice President John Martens, Secretary Kerry O'Connor, Treasurer Megan Stern, Trustee Mark Stern, and President Jason Fichtel

Also present: Director Julia Coen and Administrative Assistant Theresa Barry

Pledge of Allegiance

Consent Agenda

Minutes of the Regular Board Meeting: July 21, 2015

Communications Log: August 2015

Director's Report: August 2015

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

Open Forum:

a. **Public** – None

b. **Staff** – Carmen Higgins

Barbara Alvarez – Introduced herself to the Board.

Theresa Barry – Thanks to everyone who could make it to the picnic.

c. **Trustees** -- **Carmichael** – Upcoming Patriot Day ceremony for 9-11 will be held on Friday, September 11 at the Westmont Fire Department located at 500 N Cass.

Martens – Enjoyed attending the picnic.

Mark Stern – Enjoyed attending the picnic.

Fichtel – Also enjoyed attending the picnic. Thank you.

- d. **Director – Coen** – Introduced our new employee Barbara Alvarez, Head of Adult Services. PVPN performance scheduled for Friday, August 21 was cancelled. Westmont Reads! planning is underway. Staff will vote for either Charlie & the Chocolate Factory or Alice & Wonderland. Exterminators on site tonight to conduct an inspection.

Additions and Deletions:

Additional Communication – Email 08.14.2015 – Coen to Board – Contract documents for construction manager with Pathmann Construction for main floor meeting room project.

GENERAL ACCOUNT / CLARENDON HILLS BANK A/C #8590					
RECIPIENT		MEMORANDUM	NOTE	WPL CODE	AMOUNT
AMAZON		MISCELLANEOUS INVOICES	SEE ATTACHED	00.0000	\$2,423.99
A. PANZICA ENTERPRISE, LTD		INVOICE 655 MATERIALS & LABOR	3 X 10' SHELVING IN Y.S. OFFICE	11.4611	\$275.00
FIRST BANKCARD (WINTRUST)		MISCELLANEOUS INVOICES - JUNE 2015	SEE ATTACHED	00.0000	\$796.70
GMIS INTERNATIONAL		INVOICE 300002954	GMIS INTERNATIONAL MEMBERSHIP	11.4132	\$175.00
ILLINOIS LIBRARY ASSOCIATION		INVOICE 101920 - BARBARA ALVAREZ	2015 ALL FOR ONE CONFERENCE	11.4131	\$180.00
MANAGEMENT ASSOCIATION		INVOICE 1558 - ALEA PEREZ	INSTANT IMPACT SUPERVISORY CONF.	11.4131	\$295.00
MANAGEMENT ASSOCIATION		INVOICE 1562- BARBARA ALVAREZ	INSTANT IMPACT SUPERVISORY CONF.	11.4131	\$295.00
NICOR GAS		INVOICE 7984890 - JUL-AUG	NATURAL GAS	11.4631	\$98.39
PETTY CASH		INVOICE 08182015 - REPLENISH	SEE ATTACHED	00.0000	\$196.92
PRODUCT ARCHITECTURE & DESIGN		INVOICE 1452.4 - NEW MEETING ROOM	CONSTRUCTION DOCUMENTS	11.4616	\$6,052.90
WESTMONT PUBLIC LIBRARY		INVOICE 08182015 - REPLENISH	LIBRARIAN'S CHECKING ACCOUNT	00.0000	\$0.00
				TOTAL	\$10,788.90
TOTAL TO BE ADDED TO THE BILLS PRESENTED ON AUGUST 18, 2015					
\$10,788.90					

O'Connor moved to include Additions and Deletions with Bills and Salaries, Martens seconded. All in favor, motion passed.

Treasurer's Report:

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

Coen reported there had been a substantial increase in revenue for fines and fees revenue following the installation of credit card payment option on the self-check units. Collection budgets were being monitored closely and are anticipated to be closer to target in the next two months.

Roll Call Vote: Carmichael, Delano, Martens, O'Connor, Megan Stern, Mark Stern and Fichtel – 7 Ayes, 0 Nays. Motion passed.

Bills and Salaries:

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

Roll Call Vote: Carmichael, Delano, Martens, O'Connor, Megan Stern, Mark Stern and Fichtel – 7 Ayes, 0 Nays. Motion passed.

Unfinished Business:

None

New Business:

a. Report on Latino Americans Grant events and funds by Carmen Higgins:

WPL was selected to receive the *Latino Americans: 500 years of History* grant to foster discussion about Latino history and culture in the United States. Details about upcoming programs are highlighted on the second to last page of your board packets.

b. Resolution to approve a contract to Pathmann Construction for construction management of the main floor meeting room for an amount not to exceed \$24,800.

O'Connor moved to approve, Megan Stern seconded.

Mark Stern pointed out a few grammatical errors. According to the rider, arbitration or mediation will have to be mutually agreed on and work completed in 5 months from start of contract.

Roll Call Vote: Carmichael, Delano, Martens, O'Connor, Megan Stern, Mark Stern and Fichtel – 7 Ayes, 0 Nays. Motion passed.

c. Resolution to destroy executive session recordings from September 17, 2013 through January 21, 2014

Martens moved to approve, O'Connor seconded.

Coen confirmed the minutes were older than eighteen months.

Roll Call Vote: Carmichael, Delano, Martens, O'Connor, Megan Stern, Mark Stern (Present) and Fichtel – 6 Ayes, 1 Present, 0 Nays. Motion passed.

Mark Stern moved to adjourn at 7:30 p.m. to go into Executive Session for the purpose of the discussion of minutes 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. (5ILCS 120/2 (c) (21)), Martens seconded. All in favor.

Roll Call Vote: Carmichael, Delano, Martens, O'Connor, Megan Stern, Mark Stern and Fichtel – 7 Ayes, 0 Nays. Motion passed.

Executive Session

Resume Open Session

Regular meeting was called back to order at 7:50 p.m. by Board President Jason Fichtel.

Roll Call

Present:

Carmichael, Delano, Martens, O'Connor, Megan Stern, Mark Stern and Fichtel

Final action on executive session

Resolution to approve the release of executive session minutes:

Mark Stern moved to release the following Executive Session minutes:

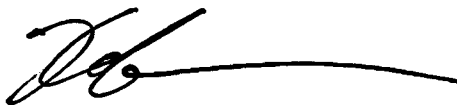
08.12.2003, 09.09.2003, 03.09.2004, 06.08.2004, 01.16.2007, 08.21.2007, 11.27.2007, 07.19.2011, 10.18.2011, 06.19.2012, 10.16.2012, 01.15.2013, 07.16.2013, and following the destruction of the digital recording, the minutes dated 10.20.2013. Martens seconded.

Roll Call Vote: Carmichael, Delano, Martens, O'Connor, Megan Stern, Mark Stern and Fichtel – 7 Ayes, 0 Nays. Motion passed.

Adjournment

Carmichael moved to adjourn at 7:55 p.m., O'Connor seconded. All in favor, motion passed.

Respectfully submitted,



**Kerry O'Connor
Westmont Public Library
Board of Trustees, Secretary**