



## WESTMONT PUBLIC LIBRARY

428 N Cass Ave, Westmont, IL 60559

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Providing the community keys to lifelong learning

### MINUTES OF THE REGULAR MEETING OF THE LIBRARY BOARD

SEPTEMBER 20, 2016

#### 1) Call to Order

The meeting was called to order at 7:00 p.m. by Board President Jason Fichtel on Tuesday, September 20, 2016 at the Westmont Public Library.

#### 2) Roll Call

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

**Staff present:** Director Julia Coen, Assistant Director Brittany Smith, and Administrative Assistant Theresa Barry

#### 3) Pledge of Allegiance

#### 4) Approval of Consent Agenda

- a. Minutes of the regular board meeting: August 16, 2016
- b. Communications log: September, 2016
- c. Director's report: September, 2016

**Motion:** Martens moved to approve the consent agenda, O'Connor seconded.

**Discussion:** None

**Vote:** All in favor

**Motion passed**

#### 5) Open Forum:

##### a. Public

Spencer Parker: Finance Director, Village of Westmont, present to answer questions.

##### b. Board

Carmichael: Chamber After Hours event on September 21 at Myths and Legends Brewing Company from 5-7pm.

Fichtel: There will be two seats for trustee positions open in the April 2017 election. Both will be 6 year terms and the paperwork is available from Village Hall as of today, September 20.

##### c. Director

**Coen:** We received 249 strategic plan surveys and will conduct three focus groups. The legal bid notice for the renovation project will be published in the Westmont Progress tomorrow and again on September 28. The mandatory walk through will take place on October 18 and the bid opening will be on November 9. A pumpkin smashing extravaganza will be held on October 22 in downtown Westmont. Coen and Stern will represent the Library although all trustees are welcome to join.

**d. Staff**

**Smith:** Will present a detailed report on overdue fines at the next Finance Committee meeting in November. Out of the total number of card holders with fines on their accounts, 63% have fines between .99 cents and \$9.99.

**6) Additions and Deletions**

GENERAL ACCOUNT / CLARENDON HILLS BANK A/C #8590				
RECIPIENT	MEMORANDUM	NOTE	WPL CODE	AMOUNT
ABBATACOLA, ANTHONY	INVOICE 10142016	PROGRAMMING	11.4501	\$200.00
AMAZON	MISCELLANEOUS INVOICES	SEE ATTACHED	00.0000	\$1,787.16
BAKER & TAYLOR	INVOICE 2032258743	BOOKS	11.4221	\$213.04
BAKER & TAYLOR	INVOICE 2032258743	PROCESSING	11.4416	\$17.15
BAKER & TAYLOR	INVOICE 2032264436	BOOKS	11.4211	\$326.45
BAKER & TAYLOR	INVOICE 2032264436	PROCESSING	11.4416	\$24.75
BRODART CO.	INVOICE 84666793	BOOKS	11.4221	\$9.97
BUDGET LIBRARY SUPPLIES	INVOICE 14586	PRINTING SUPPLIES	11.4727	\$171.00
FIRST BANKCARD (WINTRUST)	MISCELLANEOUS INVOICES	SEE ATTACHED	00.0000	\$2,360.88
ILLINOIS OFFICE OF THE STATE FIRE MARSHAL	INVOICE 5125077826	ANNUAL CONVEYANCE CERTIFICATE	11.4622	\$75.00
MIDWEST TAPE	INVOICE 94308920	AV	11.4213	\$16.99
MIDWEST TAPE	INVOICE 94308919	AV	11.4213	\$56.97
MIDWEST TAPE	INVOICE 94308918	AV	11.4213	\$59.96
MIDWEST TAPE	INVOICE 94308917	AV	11.4213	\$45.98
MIDWEST TAPE	INVOICE 94308916	AV	11.4213	\$60.98
MIDWEST TAPE	INVOICE 94308915	AV	11.4213	\$33.99
MIDWEST TAPE	INVOICE 94308914	AV	11.4213	\$139.94
MIDWEST TAPE	INVOICE 94308911	AV	11.4213	\$202.94
MIDWEST TAPE	INVOICE 94308913	AV	11.4223	\$84.94
NICOR GAS	INVOICE 7984890 AUG-SEPT	NATURAL GAS	11.4631	\$116.39
PENGUIN RANDOM HOUSE	INVOICE 9037420001	AV	11.4213	\$26.25
PETTY CASH	INVOICE 09202016 - REPLENISH	SEE ATTACHED	00.0000	\$300.18
PITNEY BOWES INC	INVOICE 1001756117	POSTAGE SUPPLIES	11.4451	\$37.59
PRODUCT ARCHITECTURE & DESIGN	INVOICE 1650.43	FACILITY IMPROVEMENTS	11.4616	\$7,554.18
RECORDED BOOKS	INVOICE 75401038	AV	11.4213	\$112.00
RODRIGUEZ, ROBERT	INVOICE 10192016	PROGRAMMING	11.4501	\$250.00
SERVICEMASTER	INVOICE 181598	CLEANING	11.4612	\$1,400.00
UNIQUE MANAGEMENT SERVICES	INVOICE 432503	COLLECTION AGENCY SERVICES	11.4818	\$26.85
U.S. TOY CO/CONSTRUCTIVE PLAYTHINGS	INVOICE 5149058100	PROGRAM SUPPLIES	11.4501	\$80.49
WILSEY, TIMOTHY	INVOICE 10052016	PROGRAMMING	11.4501	\$200.00
			<b>TOTAL</b>	<b><u>\$15,992.02</u></b>
<b>TOTAL TO BE ADDED TO THE BILLS PRESENTED ON SEPTEMBER 20, 2016: <u>\$15,992.02</u></b>				

**Motion:** O'Connor moved to include Additions and Deletions with Bills and Salaries, Martens seconded.

**Discussion:** None

**Vote:** All in favor

**Motion passed**

**7) Treasurers Report**

**Motion:** O'Connor moved to approve the Treasurers Report, Carmichael seconded.

**Discussion:** None

**Vote**

Ayes: Booth, Carmichael, Delano, Martens, O'Connor, Stern, and Fichtel – 7

Nays: 0

**Motion passed**

**8) Bills and Salaries**

**Motion:** Martens moved to approve Bills and Salaries Report with the addendum, Delano seconded.

**Discussion:** None

**Vote**

Ayes: Booth, Carmichael, Delano, Martens, O'Connor, Stern, and Fichtel - 7

Nays: 0

**Motion passed**

**9) Unfinished Business: None**

**10) New Business**

**a. Approval of Chicago Project Management proposal for exterior restoration consultation services for an amount not to exceed \$5,000 from Special Reserves**

**Motion:** O'Connor moved to approve Chicago Project Management proposal for exterior restoration consultation services for an amount not to exceed \$5,000 from Special Reserves, Martens seconded.

**Discussion:** Coen explained that if approved, Dan Ruzic will be consulting on the tuck pointing project for the front of the building as several masons suggested we focus on that area instead of repairing the chiller yard enclosure. Ruzic will develop a formal scope of work and bid document.

**Vote:**

Ayes: Booth, Carmichael, Delano, Martens, Stern, and Fichtel – 6

Abstained – O'Connor

Nays: 0

**Motion passed**

**b. Discussion of HVAC water treatment and filtration issues**

Coen explained that our HVAC system has been experiencing several minor leaks in pipes throughout the building and that our maintenance vendor, Westside Mechanical, have strongly recommended we implement a water treatment program. Two vendors have responded with quotes and we are waiting on a third. Stern asked if the HVAC budget line would have to be adjusted. Coen responded that with this service we would not go above what we appropriated for maintenance.

**c. Renovation update**

Coen reported that construction is anticipated to start around January 3. Smith and Alex Carlson are currently working on shifting collections and determining potential areas where Adult Service staff will work while we're under construction.

**11) Executive Session: None**

**12) Adjournment:**

**Motion:** Martens moved to adjourn at 7:24 p.m., Carmichael seconded.

**Vote:** All in favor

**Motion passed**

**Respectfully submitted,**

**Elaine Carmichael  
Westmont Public Library  
Board of Trustees, Secretary**