



## WESTMONT PUBLIC LIBRARY

428 N Cass Ave, Westmont, IL 60559

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westmontlibrary.org

Providing the community keys to lifelong learning

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

OCTOBER 18, 2016

#### 1) Call to Order

The meeting was called to order at 7:00 p.m. by Board President Jason Fichtel on Tuesday, October 18, 2016 at the Westmont Public Library.

#### 2) Roll Call

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

**Absent:** Secretary Elaine Carmichael, Trustee Heather Booth

**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: September 20, 2016
- b. Communications log: October 2016
- c. Director's report: October 2016

**Motion:** Stern moved to approve the consent agenda, Martens seconded.

**Discussion:** None

**Vote:** All in favor

**Motion passed**

#### 5) Open Forum:

##### a. Public:

Ruth Olsson, Assistant Finance Director, Village of Westmont, present to answer questions.

*Booth arrived at 7:02pm.*

##### b. Board:

**Booth:** Attended an ILA program about community collaboration and fundraising. She will share her notes.

**Delano:** Commented that the new signage in youth services looks great, and the costume program is excellent.

**O'Connor:** Complimented Alex on the Appy Hour program at WoodGrain and Alea for the Pokemon Go trivia.

**Fichtel:** Attended a Trustee training workshop on October 1. Some items for discussion for the Board:

1. Currently we do not have a conflict of interest statement for Trustees.
2. We are not required by law to make recordings of our open meetings.
3. In the past there has been some debate about whether one should vote to approve minutes if they were not present at that meeting. This can be done because minutes reflect what was done, not what was said.
4. The board can revise the Bylaws so that the full board can approve committee meeting minutes.

5. According to *Robert's Rules of Order*, minutes do not have to be approved. The Board can motion to correct them if there are errors. If not, they stand as presented.
6. According to *Robert's Rules of Order*, we should not be approving the Treasurer's Report unless it has been audited.
7. According to *Robert's Rules of Order*, whoever seconds a motion does not need to be recorded in the minutes.
8. The President should always be called last in the vote. According to *Robert's Rules of Order*, the President should only vote on issues if the vote will affect the results.

The Board agreed to continue to record open meetings. Stern suggested a draft Conflict of Interest policy should go to policy committee in January as well as a review of the Bylaws so that the full board can approve committee meeting minutes. The Board will revisit the Treasurer's Report issue after the Director discusses it with the auditors.

- c. **Director Coen:** The mandatory walk through for the renovation project took place this morning. The bid package for tuckpointing is almost complete. The pumpkin smashing event is downtown on October 22 – come cheer for Mark as he represents WPL!
- d. **Staff**
  - Smith:** Presented a “change management” lecture at the Back in Circulation conference at the University of Wisconsin.
  - Perez:** Introduced Elizabeth Miller, our new Youth Service Librarian, and praised her work during the first two days.

#### 6) Additions and Deletions

GENERAL ACCOUNT / CLARENDON HILLS BANK A/C #8590				
RECIPIENT	MEMORANDUM	NOTE	WPL CODE	AMOUNT
AMAZON	MISCELLANEOUS INVOICES	SEE ATTACHED	00.0000	\$3,873.67
BRIGHAM, ADRIAN	INVOICE 11092016	PROGRAM	11.4501	\$150.00
CENGAGE LEARNING	INVOICE 59170402	BOOKS	11.4211	\$80.33
CENGAGE LEARNING	INVOICE 59178017	BOOKS	11.4211	\$29.51
CENGAGE LEARNING	INVOICE 59171368	BOOKS	11.4211	\$74.72
CENTERPOINT LARGE PRINT	INVOICE 1413588	BOOKS	11.4211	\$43.14
DEMCO	INVOICE 5979764	PROCESSING SUPPLIES	11.4416	\$192.05
FIRST BANKCARD (WINTRUST)	MISCELLANEOUS INVOICES	SEE ATTACHED	00.0000	\$3,588.51
HAZELGROVE, WILLIAM	INVOICE 11032016	PROGRAM	11.4501	\$250.00
LISLE LIBRARY DISTRICT	INVOICE 09242016	RBP/ILL REPLACEMENTS	11.4232	\$15.00
NICOR GAS	INVOICE 7984890 SEPT-OCT	NATURAL GAS	11.4631	\$98.58
NORCOMM PUBLIC SAFETY	INVOICE 273-094373	RADIO EQUIPMENT LEASE	11.4624	\$60.00
ORIENTAL TRADING	INVOICE 679778060-02	MARKETING & ADVERTISING	11.4555	\$31.96
PENGUIN RANDOM HOUSE	INVOICE 90374200001	AV	11.4213	\$75.00
PETTY CASH	INVOICE 10182016 - REPLENISH	SEE ATTACHED	00.0000	\$479.36
PITNEY BOWES GLOBAL FINANCIAL SERVICES	INVOICE 3100167290	POSTAGE MACHINE LEASE	11.4451	\$60.00
PITNEY BOWES GLOBAL FINANCIAL SERVICES	INVOICE 3100359618	POSTAGE MACHINE LEASE	11.4451	\$60.00
PRODUCT ARCHITECTURE + DESIGN	INVOICE 1650.53	CONSTRUCTION DOCUMENTS	11.4616	\$6,600.00
SMITH, BRITTANY	INVOICE 10122016-1	TRAVEL REIMBURSEMENT	11.4134	\$94.00
SMITH, BRITTANY	INVOICE 10122016-2	TRAVEL REIMBURSEMENT	11.4134	\$156.60
WELLS FARGO FINANCIAL LEASING	INVOICE 90136219127	COPY MACHINE LEASE	11.4727	\$1,445.00
			<b>TOTAL</b>	<b>\$17,457.43</b>
<b>TOTAL TO BE ADDED TO THE BILLS PRESENTED ON OCTOBER 18, 2016: \$17,457.43</b>				

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

**Discussion:** None

**Vote:** All in favor

**Motion passed**

#### 7) Treasurers Report

**Discussion:** Martens asked if the grant money can be carried over from one fiscal year to the next. Coen explained that it can and needs to be spent in accordance with the requirements of the grant.

**8) Bills and Salaries**

**Motion:** Martens moved to approve Bills and Salaries Report, O'Connor seconded.

**Discussion:** None.

**Vote:**

Ayes: Booth, Delano, Martens, O'Connor, Stern and Fichtel – 6

Nays: None

Absent: Carmichael

**Motion passed**

**9) Unfinished Business: None**

**10) New Business:**

**a. Approval of the FY18 Levy Resolution**

**Motion:** O'Connor moved to approve the FY18 Levy Resolution, Booth seconded.

**Discussion:** Coen explained this is the initial step in the levy process. The proposed amount includes CPI and an estimate of new development growth. The final calculation will come from the county in March when the Board will have a draft budget before making the final levy determination.

**Vote:**

Ayes: Booth, Delano, Martens, O'Connor, Stern and Fichtel – 6

Nays: None

Absent: Carmichael

**Motion passed**

**b. Approval of the transfer of FY16 surplus funds to the special reserve fund for an amount of \$123,895.09**

**Motion:** Stern moved to approve the transfer of FY16 surplus funds to the special reserve fund for an amount of \$123,895.09, Delano seconded.

**Discussion:** Coen noted that the surplus includes unanticipated revenue from LIMRICC in the amount of \$55,610 and \$20,000 we had budgeted to go to special reserves.

**Vote:**

Ayes: Booth, Delano, Martens, O'Connor, Stern and Fichtel – 6

Nays: None

Absent: Carmichael

**Motion passed**

**c. Approval of the declaration of surplus property**

**Motion:** O'Connor moved to approve the declaration of surplus property, Martens seconded.

**Discussion:** None

**Vote:**

Ayes: Booth, Delano, Martens, O'Connor, Stern and Fichtel – 6

Nays: None

Absent: Carmichael

**Motion passed**

**d. Discussion of new requirements for expense reimbursement of local government employees and officials**

**Discussion:** Coen suggests that this goes to Finance Committee in November and then to the full board.

**e. Approval of the Confidentiality of Patron Records Policy**

**Motion:** Martens moved to approve the Confidentiality of Patron Records policy as amended, Stern seconded.

**Discussion:** The Policy Committee recommended changes as reflected in their meeting minutes.

**Vote:**

Ayes: Booth, Delano, Martens, O'Connor, Stern and Fichtel – 6

Nays: None

Absent: Carmichael

**Motion passed**

**f. Approval of sick time leave and child bereavement in the Employee Handbook**

**Motion:** Martens moved to approve the sick time leave and child bereavement policies as amended, Delano seconded.

**Discussion:** The Policy Committee recommended changes as reflected in their meeting minutes.

**Vote:**

Ayes: Booth, Delano, Martens, O'Connor, Stern and Fichtel – 6

Nays: None

Absent: Carmichael

**Motion passed**

**g. Approval of statements referenced in the Collection Development Policy**

**Discussion:** The recommendation was to make no change to the Collection Development Policy.

**h. Approval of the Volunteer Policy**

**Discussion:** The recommendation was to table this item pending further revisions by staff. It will go back the Policy Committee in January.

**i. Approval of the Public Comment Policy**

**Motion:** Martens moved to approve the Public Comment Policy as amended, Delano seconded.

**Discussion:** The Policy Committee recommended changes as reflected in their meeting minutes.

**Vote:**

Ayes: Booth, Delano, Martens, O'Connor, Stern and Fichtel – 6

Nays: None

Absent: Carmichael

**Motion passed**

**11) Executive Session: None**

**12) Adjournment:**

**Motion:** Delano moved to adjourn at 7:58 p.m., Booth seconded.

**Vote:** All in favor.

**Motion passed.**

**Respectfully submitted,**

**Elaine Carmichael**

**Westmont Public Library**

**Board of Trustees, Secretary**