



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

NOVEMBER 15, 2016

1) Call to Order

The meeting was called to order at 7:01 p.m. by Board President Jason Fichtel on Tuesday, November 15, 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, and President Jason Fichtel.

Absent: Trustee Mark Stern

Staff present: Director Julia Coen, Assistant Director Brittany Smith

3) Pledge of Allegiance

4) Approval of Consent Agenda

- a. Minutes of the special board meeting on October 11, 2016
- b. Minutes of the regular board meeting on October 18, 2016
- c. Communications log: November 2016
- d. Director's report: November 2016

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

Discussion: None

Vote: All in favor

Absent: Stern

Motion passed

5) Open Forum:

a. Public in attendance:

Spencer Parker, Finance Director, Village of Westmont.

Pat King, Auditor, Baker Tilly Virchow Krause, LLP

Justin Pathmann, Project Manager, Pathmann Construction

b. Board:

Booth: Enjoyed the Family Fort Night program with her family.

Carmichael: Doug will have a Christmas concert December 4 at Hinsdale South. Happy Thanksgiving.

O'Connor: Recognized Alex and Brittany for their work at Trivia Nights.

Director Coen: Registration for winter programs opened today with over 300 registrations so far.

Staff: Smith: Adult programs have had large attendance the past quarter.

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	\$1,059.19
A.PANZICA ENTERPRISES	INVOICE 736	GENERAL MAINTENANCE	11.4611	\$360.00
ARCO PLUMBING CO.	INVOICE 55342	WINTERIZE SILLCOCKS	11.4611	\$135.00
BAKER & TAYLOR	INVOICE 2032395975	BOOKS	11.4211	\$442.66
BAKER & TAYLOR	INVOICE 2032395975	PROCESSING	11.4416	\$27.90
BAKER & TAYLOR	INVOICE 2032400226	BOOKS	11.4211	\$462.74
BAKER & TAYLOR	INVOICE 2032400226	PROCESSING	11.4416	\$34.05
BAKER & TAYLOR	INVOICE 2032395517	BOOKS	11.4211	\$904.50
BOOKPAGE	INVOICE 527826	PERIODICALS	11.4214	\$500.00
BRODART	INVOICE B4760483	BOOKS	11.4221	\$14.79
CASELOTS	INVOICE 016883	CUSTODIAL SUPPLIES	11.4415	\$124.50
CENTERPOINT LARGE PRINT	INVOICE 1423296	BOOKS	11.4211	\$43.14
CHICAGO SUN TIMES	INVOICE 173420-2016-2017	PERIODICALS	11.4214	\$416.00
FIRST BANKCARD (WINTRUST)	MISCELLANEOUS INVOICES	SEE ATTACHED	00.0000	\$812.07
FOX LANDSCAPING	INVOICE 376	GROUNDS MAINTENANCE	11.4615	\$864.28
FOX VALLEY FIRE & SAFETY	INVOICE IN00041128	FIRE SYSTEM TESTING	11.4624	\$950.00
GALE CENGAGE LEARNING	INVOICE 59346938	BOOKS	11.4211	\$128.69
MIDWEST TAPE	INVOICE 94490771	AV	11.4213	\$254.91
MIDWEST TAPE	INVOICE 94490772	AV	11.4213	\$47.98
MIDWEST TAPE	INVOICE 94487302	AV	11.4213	\$74.97
MIDWEST TAPE	INVOICE 94487034	AV	11.4213	\$19.99
NICOR GAS	INVOICE 79848900001 1116	NATURAL GAS	11.4631	\$241.30
PETTY CASH	INVOICE 11152016 - REPLENISH	SEE ATTACHED	00.0000	\$198.12
PITNEY BOWES GLOBAL FINANCIAL SERVICES	INVOICE 3100747440	POSTAGE MACHINE LEASE	11.4451	\$60.00
PITNEY BOWES PURCHASE POWER	INVOICE PBP48496830	POSTAGE	11.4451	\$150.00
STROHMAIER, DANA	INVOICE 31404002157672	RBP/IL REPLACEMENTS	11.4232	\$27.99
STROHMAIER, DANA	INVOICE 31404003024376	RPB/IL REPLACEMENTS	11.4132	\$9.99
UNIQUE MANAGEMENT	INVOICE 435362	COLLECTION AGENCY SERVICES	11.4818	\$80.55
WESTSIDE MECHANICAL	INVOICE C002435	HVAC - QTRLY PM PAYMENT	11.4621	\$1,350.00
			TOTAL	\$9,795.31
TOTAL TO BE ADDED TO THE BILLS PRESENTED ON NOVEMBER 15, 2016: \$9,795.31				

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

Discussion: None

Vote: All in favor

Motion passed

7) Treasurers Report

Discussion: At the October meeting it was discussed whether the Board should approve Treasurer's Reports since they are un-audited reports. Coen discussed this with the auditors and Finance Director Parker and recommends the Board move "to file the Treasurer's Report for audit" in order to have it noted in the minutes that the Board is receiving the Treasurer's Reports. Pat King from Baker Tilly stated that a motion is not necessary from their standpoint but they do look for proof that the reports are being shared with the Board.

Motion: Martens moved to file the treasurer's report for audit, Booth seconded.

Vote

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

Nays: None

Absent: Stern

Motion passed

8) Bills and Salaries

Motion: Booth moved to approve Bills and Salaries Report, Martens seconded.

Discussion: None

Vote:

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

Nays: None

Absent: Stern

Motion passed

9) **Unfinished Business:** None

10) **New Business:**

a. Approval of the FY16 Audit and Management Letter

Motion: Delano moved to approve the FY16 Audit and Management letter, Carmichael seconded.

Discussion: Pat King touched on highlights from the documents. The new GASB standards require the reporting of net pension liability for IMRF, which is detailed in the audit. The management letter includes an assessment on internal controls and King explained that the only noted weakness is due to the fact that the library uses an outside party to prepare financial statements.

Vote:

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

Nays: None

Absent: Stern

Motion passed

Executive Session:

Martens moved to go into Executive Session at 7:16 p.m. for the purpose of:

(SILCS 120/2) Meetings between internal or external auditors and governmental audit committees, finance committees, and their 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.

Booth seconded.

Vote:

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

Nays: None

Absent: Stern

Motion passed

Resume Open Session at 7:24 p.m.

The meeting was called back to order at 7:24 p.m. by Board President Jason Fichtel

Roll Call

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

Absent: Trustee Mark Stern

Staff present: Director Julia Coen, Assistant Director Brittany Smith

b. Award of the bids for the main floor renovation project

- Carpentry services to Commercial Construction and Disbursement Services in the amount of \$71,000 for base bid or \$78,660 with alternate

Motion: Martens moved to approve the award of carpentry services to Commercial Construction and Disbursement Services in the amount of \$78,660 with alternate costs included, Booth seconded.

Discussion: Coen explained that we have four options: no alternates, one alternate for new flooring in the vestibule, one alternate for admin office renovations, or both alternates. The alternates would come out of special reserves and Coen

reminded the Board that we have a tuck pointing project coming up that will cost an estimated \$20,000-\$30,000. The Board discussed the FY16 surplus of \$123,895 that was moved into special reserves at the completion of the audit. Pathmann explained that the bids for the admin office renovations are significantly lower than if the project was done on its own.

Vote:

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

Nays: None

Absent: Stern

Motion passed

- Paint services to Leopardo Companies Inc. in the amount of \$17,268

Motion: Martens moved to approve the award of paint services to Leopardo Companies Inc. in the amount of \$17,268, Carmichael seconded.

Discussion: None

Vote:

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

Nays: None

Absent: Stern

Motion passed

- Plumbing services to Omega Plumbing in the amount of \$20,200

Motion: Martens moved to approve the award of plumbing services to Omega Plumbing in the amount of \$20,200, Booth seconded.

Discussion: None

Vote:

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

Nays: None

Absent: Stern

Motion passed

- Electrical services to Service Plus Electric in the amount of \$32,403 for base bid or \$34,603 with alternate

Motion: Delano moved to approve the award of electrical services to Service Plus Electric in the amount of \$34,603 with alternate costs included, Carmichael seconded.

Discussion: None

Vote:

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

Nays: None

Absent: Stern

Motion passed

- Flooring services to Commercial Carpet Consultants, Inc. in the amount of \$41,300 for base bid or \$44,250 with alternate

Motion: Booth moved to approve the award of flooring services to Commercial Carpet Consultants, Inc. in the amount of \$44,250 with alternate costs included, Delano seconded.

Discussion: None

Vote:

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

Nays: None

Absent: Stern

Motion passed

- Furniture services to Library Furniture International in the amount of \$34,292

Motion: Booth moved to approve the award of furniture services to Library Furniture International in the amount of \$34,292, Martens seconded.

Discussion: None

Vote:

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

Nays: None

Absent: Stern

Motion passed

c. Approval of up to \$19,000 from special reserves for alternate bids

Motion: Martens moved to approve up to \$19,000 from special reserves for alternate bids, Booth seconded.

Discussion: None

Vote:

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

Nays: None

Absent: Stern

Motion passed

d. Approval of the Strategic Plan 2017-2020

Motion: Booth moved to approve the Strategic Plan 2017-2020, Delano seconded.

Discussion: Coen shared Stern's suggestion that they keep a bullet point on Makery services and delete the word "clean" before "welcoming spaces." Delano is also in support of the Makery line. Other grammatical and word choice changes were discussed and made.

Vote:

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

Nays: None

Absent: Stern

Motion passed

e. Approval of a Resolution Adopting a Travel Reimbursement Policy in Accordance with the local Government Travel Expense Control Act

Motion: Booth moved to approve a Resolution Adopting a Travel Reimbursement Policy in Accordance with the local Government Travel Expense Control Act, Delano seconded.

Discussion: This item was discussed at the Finance Committee meeting. The committee recommends some grammatical changes. In addition, they recommend it is clearly stated that required auto insurance and emergency expenses "while on or related to library business" are reimbursable. The travel expense form will require the number of estimated breakfasts, lunches, and dinners.

Vote:

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

Nays: None

Absent: Stern

Motion passed

f. Approval of the Purchasing Policy

Motion: Booth moved to approve, Martens seconded.

Discussion: This item was discussed at the Finance Committee meeting. The committee recommends some grammatical and word choice changes. The following statement will be deleted: "To the extent permitted by law and when possible and practical, WPL will buy from local vendors and will buy "green" as long as costs are not more than 10% higher."

Vote:

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

Nays: None

Absent: Stern

Motion passed

11) Adjournment:

Motion: O'Connor moved to adjourn at 8:24 pm, Carmichael seconded.

Vote: All in favor.

Motion passed.

Respectfully submitted,

Elaine Carmichael

Westmont Public Library

Board of Trustees, Secretary