



WESTMONT PUBLIC LIBRARY

428 N Cass Ave, Westmont, IL 60559
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westmontlibrary.org

Providing the community with the keys to lifelong learning.

MINUTES OF THE REGULAR MEETING OF THE LIBRARY BOARD

MAY 16, 2017

1) Call to Order

The meeting was called to order at 7:00pm by Board President Jason Fichtel on Tuesday, May 16, 2017 at the Westmont Public Library.

2) Roll Call

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

Absent: Vice President John Martens

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

3) Pledge of Allegiance

4) Notary Public Theresa Barry to administer the oath of office to Library Trustee Heather Booth

Barry administered the oath of office to Library Trustee Heather Booth.

5) Roll Call of the new Library Board

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

Absent: Vice President John Martens

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

6) Approval of Consent Agenda

- a. Minutes of the regular board meeting: April 18, 2017
- b. Minutes of the bylaws and policy committee meeting: April 18, 2017
- c. Communications log: May 2017
- d. Director's report: May 2017

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

Discussion: None

Vote: All in favor

Motion passed

7) Open Forum:

a. Public

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

b. Board

Booth: Her children have been enjoying the programs the library offers. Great to see them interacting with the librarians.

Carmichael: Happy Memorial Day weekend.

Delano: Looking forward to attending upcoming programs.

O'Connor: Very happy with the success of trivia nights, and the hosts Brittany Smith and Alex Carlson.

Director Coen: Summer program registration has been a huge success with 540 registrations on the first day. Youth Services Department should be finished sometime next week. Summer Reading begins the first week in June and the Westmont Rotary Club made a generous donation to the "read for a cause" initiative. The Westmont Police Department "Cop on Top" fundraising event is this Friday at our two local Dunkin Donuts with proceeds going towards Special Olympics.

Staff: Smith: A Westmont police officer is featured in the promotion of the "Cop on Top" event. We will be offering an adult reading program this summer.

Barry: The Red, White & Blue BBQ is at Ty Warner Park over Memorial Day weekend.

8) Additions and Deletions

GENERAL OPERATING ACCOUNT / CLARENDON HILLS BANK A/C #8590				
RECIPIENT	MEMORANDUM	NOTE	WPL CODE	AMOUNT
AMAZON	MISCELLANEOUS INVOICES	SEE ATTACHED	00.0000	\$2,904.48
BAKER & TAYLOR	NS16030137	ELECTRONIC RESOURCES	11.4217	\$1,474.51
BAKER & TAYLOR	NS16030137	ELECTRONIC RESOURCES	11.4227	\$1,474.51
BRODART	B4984026 - FY18	ADULT BOOKS	11.4221	\$20.19
BRODART	B4850075	YOUTH AV	11.4223	\$9.37
CENTERPOINT LARGE PRIINT	1467890 - FY18	ADULT BOOKS	11.4211	\$43.14
COMMERCIAL CARPET CONSULTANTS	INVOICE 2	1ST FLOOR REMODEL	70.4862	\$34,344.67
CONSTRUCTION CONSULTING & DISBURSEMENT	INVOICE 4	1ST FLOOR REMODEL	70.4862	\$19,468.74
DEMCO SOFTWARE	6119124 - FY18	ELECTRONIC RESOURCES	11.4217	\$447.50
DEMCO SOFTWARE	6119124 - FY18	ELECTRONIC RESOURCES	11.4227	\$447.50
FIRST BANKCARD (WINTRUST)	5102017	SEE ATTACHED	00.0000	\$1,271.82
FOX LANDSCAPING	4302017	GROUNDS MAINTENANCE	11.4615	\$764.28
HEARTLAND CABINET SUPPLY	INVOICE 02	1ST FLOOR REMODEL	70.4862	\$5,925.60
HIGGINS, CARMEN	4182017	TRAVEL REIMBURSEMENT	11.4134	\$9.58
IMPACT NETWORKING	827123 - FY18	POSTAGE	11.4451	\$19.50
IMPACT NETWORKING	825540 - FY18	PHOTOCOPIER & PRINTING	11.4727	\$299.18
KAMM INSURANCE GROUP, INC	305413 - FY18	INSURANCE (HANOVER PKG)	11.4821	\$8,426.00
KAMM INSURANCE GROUP, INC	305414 - FY18	INSURANCE (WORKERS COMP)	11.4821	\$1,414.00
KAMM INSURANCE GROUP, INC	305417 - FY18	INSURANCE (CRIME)	11.4823	\$778.00
KAMM INSURANCE GROUP, INC	305418 - FY18	INSURANCE (D&O)	11.4821	\$1,280.00
LOGSDON OFFICE SUPPLY	0997977-001 - FY18	OFFICE SUPPLIES	11.4411	\$49.80
LOGSDON OFFICE SUPPLY	0997977-001 - FY18	COMPUTER & PRINTER SUPPLIES	11.4427	\$159.75
MANAGEMENT ASSOCIATION	5030	CONFERENCES & TRAINING	11.4131	\$2,000.00
MARTIN ENTERPRISES	18943	1ST FLOOR REMODEL	70.4862	\$17,100.00
MIDWEST TAPE	95024980 - FY18	ADULT AV	11.4213	\$22.99
MIDWEST TAPE	95024981 - FY18	ADULT AV	11.4213	\$29.99
MIDWEST TAPE	95024982 - FY18	ADULT AV	11.4213	\$27.99
NEWEGG BUSSINESS	1300258539	AUTOMATION - FY16 GRANT - PC	11.4657	\$336.56
NEWEGG BUSSINESS	1300258539	PROGRAMMING - FY16 GRANT	11.4508	\$168.54
NEWEGG BUSSINESS	1300258539	TECHNOLOGY	11.4655	\$1,004.89
OMEGA PLUMBING	INVOICE 2	1ST FLOOR REMODEL	70.4862	\$11,014.56
OMEGA PLUMBING	INVOICE 3	1ST FLOOR REMODEL	70.4862	\$1,197.00
PATHMANN CONSTRUCTION MANAGEMENT	108	1ST FLOOR REMODEL	70.4862	\$7,000.00
PETTY CASH	MISCELLANEOUS INVOICES	SEE ATTACHED	00.0000	\$411.71
PITNEY BOWES	48496830 - POSTAGE FY18	POSTAGE	11.4451	\$150.00
PITNEY BOWES	3101240955 - LEASE FY18	POSTAGE	11.4451	\$60.00
PROQUEST LLC	70460593 - FY18	ELECTRONIC RESOURCES	11.4227	\$1,180.00
RECORDED BOOKS, INC	75474657	ADULT AV	11.4213	\$3,357.18
RECORDED BOOKS, INC	75421509	ADULT AV	11.4213	\$418.40
RECORDED BOOKS, INC	75433840	ADULT AV	11.4213	\$73.00
RECORDED BOOKS, INC	75481077	ADULT AV	11.4213	\$482.40
RECORDED BOOKS, INC	75483666	ADULT AV	11.4213	\$64.20
RECORDED BOOKS, INC	75527962 - FY18	ADULT AV	11.4213	\$73.60
RECORDED BOOKS, INC	75474656	ELECTRONIC RESOURCES	11.4217	\$1,000.00
SCHLACKS, ROBERT	06142017 - FY18	PROGRAMMING	11.4501	\$100.00
SERVICE PLUS INC	16005	1ST FLOOR REMODEL	70.4862	\$9,653.17
UNIQUE MANAGEMENT SERVICES	444140	COLLECTION AGENCY SERVICES	11.4818	\$44.75
VILLAGE OF WESTMONT	79486	ACCOUNTING SERVICES	11.4814	\$1,050.00
WAGNER, NICOLE	05052017 - FY18	TRAVEL REIMBURSEMENT	11.4134	\$35.12
WOODGRAIN PIZZERIA	06122017 - FY18	PROGRAMMING	11.4501	\$100.00
			TOTAL	\$139,188.17
TOTAL TO BE ADDED TO THE BILLS PRESENTED ON MAY 16, 2017 \$139,198.17				

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

Discussion: None

Vote: All in favor

Motion passed

9) Treasurers Report

Motion: O'Connor moved to file the treasurer's report for audit, Delano seconded.

Discussion: None

Vote: All in favor

Motion passed

10) Bills and Salaries

Motion: O'Connor moved to approve the Bills and Salaries Report, Booth seconded.

Discussion: Carmichael asked about RBP/ILL costs. Smith explained that we received a \$1,000 bill for patrons who had lost items. Next month we will be receiving a credit from SWAN.

Vote: Ayes: Booth, Carmichael, Delano, O'Connor and Fichtel – 5

Nays: None

Absent: Martens

Motion passed

11) Unfinished Business: None

12) New Business:

a. Election of officers

O'Connor nominated Jason Fichtel for President, Delano seconded. All in favor.

O'Connor nominated John Martens for Vice President, Carmichael seconded. All in favor.

O'Connor nominated Annie Delano for Secretary, Booth seconded. All in favor.

Booth nominated Kerry O'Connor for Treasurer, Delano seconded. All in favor.

b. Committee Assignments

Fichtel recommended keeping the committees as is and appointing the new Trustee to Stern's place on the Bylaws and Policy Committee. Delano said she would stay on the Finance Committee but step down from the Policy Committee. Heather offered to serve on the Policy Committee. Fichtel agreed and said the new Trustee will be appointed to Policy Committee after he/she is sworn in. Coen to check the bylaws to see how chairpersons are chosen.

c. Approval of annual regular board meeting dates for FY18

Motion: O'Connor moved to approve the dates as presented, Delano seconded.

Discussion: None

Vote: Ayes: Booth, Carmichael, Delano, O'Connor and Fichtel – 5

Nays: None

Absent: Martens

Motion passed

d. Appointment of FOIA Officer and OMA Designee

Martens will continue to serve as OMA Designee. Coen to remain as FOIA Officer.

e. Approval FY18 Appropriation for an amount of \$3,018,131

Motion: Carmichael moved to approve the FY18 Appropriation in the amount of \$3,018,131, O'Connor seconded.

Discussion: Coen explained that this was discussed at the finance committee meeting and that the appropriation, required by Illinois law, caps expenditures for designated purposes. The finance committee recommends the Board approve as presented. It will be submitted to the Village of Westmont for inclusion in the municipality's appropriation for the ensuing year. Coen will attend the Village Board meeting when this is on the agenda to answer any questions.

Vote: Ayes: Booth, Carmichael, Delano, O'Connor and Fichtel – 5

Nays: None
Absent: Martens

Motion passed

f. Approval of the closing of the Librarian's Checking account and transfer of funds to General Operating account

Motion: O'Connor moved to approve, Booth seconded.

Discussion: O'Connor explained that this was discussed at the finance committee meeting and since the account is not used the committee recommends the Board approve.

Vote: Ayes: Booth, Carmichael, Delano, O'Connor and Fichtel – 5

Nays: None

Absent: Martens

Motion passed

g. Approval of the Master Project change order for the masonry project to include repair of the front pillars for a total of \$7,620 from special reserves

Motion: O'Connor moved to approve, Delano seconded.

Discussion: Coen explained the work for this includes repairs to the front building pillars and would be a change order to the current masonry repair project.

Vote: Ayes: Booth, Carmichael, Delano, O'Connor and Fichtel – 5

Nays: None

Absent: Martens

Motion passed

h. Discussion of Trustee appointment application and interviews

Fichtel forwarded the three applications he had received to the Board and suggested holding a special meeting on May 23 for interviews. The Board agreed they wanted to interview all three candidates. Fichtel suggested 30 minute interviews. The interviews will be held in open session and then selection of the Trustee will be held in executive session. Fichtel will contact applicants and arrange the interviews.

i. Approval of a Resolution approving an Intergovernmental Agreement between Westmont Public Library and the Village of Westmont for IT Services

This item has been tabled.

13) Executive Session: None

14) Adjournment:

Motion: Carmichael moved to adjourn at 7:39pm, O'Connor seconded.

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

Nays: None

Absent: Martens

Motion passed

Respectfully submitted,

Elaine Carmichael
Westmont Public Library
Board of Trustees, Secretary