



WESTMONT PUBLIC LIBRARY

428 N Cass Ave, Westmont, IL 60559

630 969 5625

westmontlibrary.org

Providing the community with the keys to lifelong learning.

MINUTES OF THE REGULAR MEETING OF THE LIBRARY BOARD

JUNE 20, 2017

1) Call to Order

The meeting was called to order at 7:00pm by Board President Jason Fichtel on Tuesday, June 20, 2017 at the Westmont Public Library.

2) Roll Call

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

Absent: Trustee Heather Booth and Trustee Rajesh Parikh

Staff present: Director Julia Coen, Assistant Director Brittany Smith, Head of Access Services Amy Prechel, and Administrative Assistant Theresa Barry

3) Pledge of Allegiance

4) Approval of Consent Agenda

- a. Minutes of the regular board meeting: May 16, 2017
- b. Minutes of the finance committee meeting: May 16, 2017
- c. Minutes of the special board meeting: May 23, 2017
- d. Communications log: June 2017
- e. Director's report: June 2017

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

Discussion: O'Connor mentioned a misspelling of his name in the minutes. Coen to correct.

Vote: All in favor

Motion passed

5) Open Forum:

a. Public

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

b. Board

Delano: Great job Kerry on your recent performance at the local Expressions dance studio recital in the "Dad's Dance."

O'Connor: A friend attended the library program on natural wildlife in the backyard and was enthusiastically excited by it.

c. Director

Coen: Masonry project was completed. Dan Ruzic of Chicago Project Management is working with the brick manufacturer to analyze various bricks from the planters, bollards, chiller yard, and building. We will provide the results to the Board in July. Rajesh was sworn in on June 1, 2017. The agenda for the Joint Board meeting with the Village on June 29 at 6pm will be sent out shortly.

d. Staff

Smith: Enjoys working at the weekly street fair, 5:45-6:45, making crafts with kids and answering questions visitors may have. Over 100 people have visited our table each week for the past three fairs. We'll also have a booth at the Taste July 14-16.

(Booth arrived at 7:05 pm)

6) Additions and Deletions

GENERA+A1:E41L ACCOUNT / CLARENDON HILLS BANK A/C #8590				
RECIPIENT	MEMORANDUM	NOTE	WPL CODE	AMOUNT
AMAZON	MISCELLANEOUS INVOICES	SEE ATTACHED	00.0000	\$2,378.85
BAKER & TAYLOR	2032901026	YOUTH BOOKS	11.4221	\$240.64
BAKER & TAYLOR	2032901026	PROCESSING	11.4416	\$15.35
BAKER & TAYLOR	2032903945	ADULT BOOKS	11.4211	\$1,317.85
BAKER & TAYLOR	2032903945	PROCESSING	11.4416	\$72.90
BAKER & TAYLOR	2032907289	ADULT BOOKS	11.4211	\$175.95
BAKER & TAYLOR	2032907289	PROCESSING	11.4416	\$9.35
BAKER & TAYLOR	2032903327	ADULT BOOKS	11.4211	\$895.94
BAKER & TAYLOR	2032903327	PROCESSING	11.4416	\$49.55
BAKER & TAYLOR	0002976024	ADULT BOOKS	11.4211	-\$4.19
BAKER & TAYLOR	0002976024	PROCESSING	11.4416	-\$1.35
BIALA, MARCY	06092017	TUITION REIMBURSEMENT	11.4131	\$500.00
BRODART	B5018685	YOUTH BOOKS	11.4221	\$6.99
CDW GOVERNMENT LLC	JFG6834	TECHNOLOGY	11.4655	\$295.65
CARLSON, ALEX	06122017	TRAVEL REIMBURSEMENT	11.4134	\$35.31
CHICAGO TRIBUNE	70109150 060517	ANNUAL RENEWAL	11.4214	\$727.48
COMMERCIAL CARPET CONSULTANTS INC	INVOICE 3 - FY17	1ST FLOOR REMODEL	70.4862	\$3,065.29
COMMERCIAL CARPET CONSULTANTS INC	INVOICE 3 - FY18	FACILITY IMPROVEMENTS	11.4616	\$1,058.13
CONSTRUCTION CONSULTING & DISBURSEMENT SVCS	INVOICE 5 - FY17	1ST FLOOR REMODEL	70.4862	\$4,368.08
CONSTRUCTION CONSULTING & DISBURSEMENT SVCS	INVOICE 5 - FY18	FACILITY IMPROVEMENTS	11.4616	\$5,917.10
D. ENGRAVING COMPANY	23230	NAME BADGE	11.4135	\$15.00
FARONICS	INUS0169837	TECHNOLOGY	11.4655	\$1,000.00
FIRST BANKCARD (WINTRUST)	JUNE 2017	SEE ATTACHED	00.0000	\$1,584.30
GROUND PENETRATING RADAR SYSTEMS INC	148177 -FY17	1ST FLOOR REMODEL	70.4862	\$600.00
HEARTLAND CABINET SUPPLY, INC	7453 - FY17	1ST FLOOR REMODEL	70.4862	\$1,186.80
INTERIOR INVESTMENTS	140036	FURNITURE & EQUIPMENT	11.4701	\$11,241.36
LEOPARDO COMPANIES, INC.	46100	FACILITY IMPROVEMENTS	11.4616	\$2,880.00
MANAGEMENT ASSOCIATION	5365	CONFERENCES & TRAINING	11.4131	\$250.00
MARIANO'S	06212017	PROGRAMMING - ADULT	11.4501	\$225.00
MARTIN ENTERPRISES	020872-7 - FY17	1ST FLOOR REMODEL	70.4862	\$1,900.00
MASTER PROJECT INC	INVOICE 1 - A FY17	TUCKPOINTNG & BRICK REPAIRS	70.4814	\$34,416.00
MASTER PROJECT INC	INVOICE 1 - B FY18	TUCKPOINTNG & BRICK REPAIRS	70.4814	\$7,620.00
MIDWEST TAPE	95122683	ADULT AV	11.4213	\$350.89
MIDWEST TAPE	95122682	ADULT AV	11.4213	\$245.86
MIDWEST TAPE	95122684	ADULT AV	11.4213	\$104.96
MIDWEST TAPE	95122680	ADULT AV	11.4213	\$910.62
NO CORNER SUNS	07052017	PROGRAMMING - ADULT	11.4501	\$400.00
OMEGA PLUMBING	INVOICE 4 - FY17	1ST FLOOR REMODEL	70.4862	\$2,153.00
PATHMANN CONSTRUCTION MANAGEMENT, INC.	112 - FY17	1ST FLOOR REMODEL	70.4862	\$1,751.09
PATHMANN CONSTRUCTION MANAGEMENT, INC.	112 - FY18	FACILITY IMPROVEMENTS	11.4616	\$1,254.00
PENGUIN RANDOM HOUSE	1082697885	ADULT AV	11.4213	\$21.00
PETTY CASH	MISCELLANEOUS INVOICES	SEE ATTACHED	00.0000	\$465.57
PITNEY BOWES	3101288584	POSTAGE METER LEASE	11.4451	\$60.00
RECORDED BOOKS	75533903	ADULT AV	11.4213	\$356.47
SCHOLASTIC INC	15163049	PROGRAMMING - YOUTH	11.4502	\$109.88
SERVICE PLUS, INC	16032 - FY17	1ST FLOOR REMODEL	70.4862	\$3,642.81
SERVICE PLUS, INC	16037 - FY18	FACILITY IMPROVEMENTS	11.4616	\$2,700.00
SHOWCASES	300178	PROCESSING	11.4416	\$78.67
UNIQUE MANAGEMENT SERVICES	445565	COLLECTION AGENCY SERVICES	11.4818	\$71.60
			TOTAL	\$98,719.75
TOTAL TO BE ADDED TO THE BILLS PRESENTED ON JUNE 20, 2017 \$98,719.75				

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 file the treasurer's report for audit, Martens seconded.

Discussion: None

Vote: All in favor

Motion passed

8) Bills and Salaries

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

Discussion: Carmichael asked about the recent expenses to Commercial Carpet Consultants. Coen explained that the FY18 payments were for flooring after the glass walls were removed. This was budgeted in the operating budget. The FY17 payments were for the first floor renovation. This was budgeted from special reserves.

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

Nays: None

Absent: Parikh

Motion passed

9) Unfinished Business: None

10) New Business:

a. Approval of the Prevailing Wage Resolution that ascertains the prevailing wages as required under the Prevailing Wage Act

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

Discussion: Coen explained that it is mandatory that the Board pass a resolution that ascertains prevailing wages for construction projects at the library. Once approved, a legal notice in the newspaper will be published and a copy of the resolution and wages will be sent to the State.

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

Nays: None

Absent: Parikh

Motion passed

b. Approval of the FY17 Illinois Public Library Annual Report

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

Discussion: Coen explained that the IPLAR is due to the state within 60 days of the end of our fiscal year. Coen will amend the information on question 5 to reflect that Delano is now the secretary. Once approved, Kerry Barnett will use some of the data to create a flyer that shows our impact in FY17 and share that with the community. Carmichael asked about the statistics for study room use. Coen explained that the library will start using software in July for room reservations. This will allow us to accurately capture that data going forward. Booth asked Coen if any particular numbers stood out and Coen responded that program attendance and circulation numbers for youth had both increased.

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

Nays: None

Absent: Parikh

Motion passed

c. Discussion of the Intergovernmental Agreement and Service Level Agreement with the Village of Westmont for IT Services

Discussion: Coen explained that this has been discussed at the previous Board meetings and approved in the FY18 budget. It is on this evening's agenda for discussion and will be on the agenda for the June 29 Joint Board meeting with the Village for approval. Glen Liljeberg, IT Director for the Village, and Amy Prechel, Access Services Manager, were present to answer questions. Delano asked about the response time of 4 hours for critical priority. Liljeberg explained that response times were nearly instantaneous but if it was outside normal working hours a response might take a little bit longer and they had up to 4 hours to respond. Regular IT hours are 6am – 8pm. O'Connor asked about term compensation and Coen said we would be billed bi-monthly. Booth asked if major upgrades would take place

during times that would inconvenience patrons. Liljeberg said that major upgrades are usually carried out very early in the morning or on weekends. The library will be on the same network infrastructure as the Village. O'Connor asked about the term cancellation rate and how that was calculated. Parker explained that it calculated based on the salary of the Village IT staff. The library would only pay this if they canceled before the end of the five year agreement for a reason outside of the terms of the agreement.

11) Executive Session

None

12) Adjournment:

Motion: Martens moved to adjourn at 7:22pm, Booth seconded.

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

Nays: None

Absent: Parikh

Motion passed

Respectfully submitted,

Annie Delano

Westmont Public Library

Board of Trustees, Secretary