



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

JANUARY 16, 2018

1) Call to Order

The meeting was called to order at 7:00pm by Board President Jason Fichtel on Tuesday, January 16, 2018 at the Westmont Public Library.

2) Roll Call

Present: Trustee Heather Booth, Trustee Elaine Carmichael, Secretary Annie Delano, Vice President John Martens, Treasurer Kerry O'Connor, Trustee Rajesh Parikh, 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: December 19, 2017
- b. Communications log: January 2018
- c. Director's report: January 2018

Motion: Martens moved to approve the consent agenda and minutes, Booth seconded.

Discussion:

Vote: All in favor

Motion passed

5) Open Forum:

a. Public

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

b. Board

Carmichael: Continues to receive praise from people throughout the Village with regard to the wonderful outreach work the library offers to those in the community.

c. Director

Coen: Reminded board about the upcoming Trustee Workshop. Economic Interest Statement will be sent from the County soon. Finance Committee meets in February with the FY19 draft budget and long-range financial plan on the agenda. During the regular meeting, the chiller yard project will be discussed.

d. Staff

None

AMAZON	MISCELLANEOUS INVOICES	SEE ATTACHED	00.0000	\$994.02
BAKER & TAYLOR	2033395311	BOOKS - YOUTH	11.4221	\$68.99
BAKER & TAYLOR	2033395311	PROCESSING	11.4416	\$5.95
BAKER & TAYLOR	2033402118	BOOKS - YOUTH	11.4221	\$492.48
BAKER & TAYLOR	2033402118	PROCESSING	11.4416	\$33.50
BAKER & TAYLOR	2033394797	BOOKS - ADULT	11.4211	\$852.21
BAKER & TAYLOR	2033394797	PROCESSING	11.4416	\$64.50
BAYSCAN TECHNOLOGIES	55142	PATRON SERVICES	11.4425	\$344.00
BRODART	85196920	BOOKS - ADULT	11.4211	\$28.51

CENTERPOINT	1537786	BOOKS - ADULT	11.4211	\$44.34
DELICIOUS CREATIONS	01232018	PROGRAM - ADULT	11.4501	\$90.00
FIRST BANKCARD (WINTRUST)	JANUARY 2018	SEE ATTACHED	00.0000	\$531.05
GALE/CENGAGE LEARNING	62439581	BOOKS - ADULT	11.4211	\$19.46
GALE/CENGAGE LEARNING	62451945	BOOKS - ADULT	11.4211	\$74.72
GALE/CENGAGE LEARNING	62450019	BOOKS - ADULT	11.4211	\$56.56
KITAA B WORLD	2440	BOOKS - YOUTH	11.4221	\$44.97
KONICA MINOLTA	249509323	PHOTO COPIER & PRINTING	11.4727	\$61.98
KONICA MINOLTA	249508980	PHOTO COPIER & PRINTING	11.4727	\$75.97
KONICA MINOLTA	249508784	PHOTO COPIER & PRINTING	11.4727	\$10.68
LIMRICC UCGA	12312017	UNEMPLOYMENT INSURANCE	11.4058	\$165.92
MARIANO'S	02072018	PROGRAM - ADULT	11.4501	\$300.00
MIDWEST TAPE	95714292	AV - ADULT	11.4213	\$488.82
MIDWEST TAPE	95714292	PROCESSING	11.4416	\$50.40
MIDWEST TAPE	95714294	AV - ADULT	11.4213	\$133.95
MIDWEST TAPE	95714294	PROCESSING	11.4416	\$14.00
MIDWEST TAPE	95715369	AV - YOUTH	11.4223	\$21.99
MIDWEST TAPE	95715369	PROCESSING	11.4416	\$0.85
MIDWEST TAPE	95715761	AV - ADULT	11.4213	\$45.98
MIDWEST TAPE	95715761	PROCESSING	11.4416	\$1.70
MIDWEST TAPE	95715762	AV - YOUTH	11.4223	\$24.99
MIDWEST TAPE	95715762	PROCESSING	11.4416	\$0.85
MIDWEST TAPE	95715763	AV - ADULT	11.4213	\$24.99
MIDWEST TAPE	95715763	PROCESSING	11.4416	\$0.85
PETTY CASH	01162018	SEE ATTACHED	00.0000	\$54.94
RECORDED BOOKS	75701250	AV - ADULT	11.4213	\$87.20
SUBURBAN LIFE MEDIA	51686 02282018	PERIODICAL	11.4214	\$38.00
TWO BROTHERS	640633	GENERAL MAINTENANCE	11.4611	\$1,735.00
UNIQUE MANAGEMENT SERVICES, INC	455590	COLLECTION AGENCY SERVICES	11.4818	\$53.70
UNITED STATES POST OFFICE	02012018	POSTAGE	11.4451	\$500.00
			TOTAL	\$7,638.02
TOTAL TO BE ADDED TO THE BILLS PRESENTED ON JANUARY 16, 2018 = \$7,638.02				

6) Additions and Deletions

Motion: Booth 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, Delano seconded.

Discussion: None

Vote: All in favor

Motion passed

8) Bills and Salaries

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

Discussion: Booth thanked Coen for including percentages on the budget variance reports.

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

Nays: None

Motion passed

9) **Unfinished Business:** None

10) **New Business:**

a. **First reading of the revision of the Bylaws**

Discussion: Fichtel gave a brief overview with committee's suggested changes. Please forward any additional suggested changes to Coen.

b. **Board to consider a motion to approve the Rules for electronic attendance at Board Meetings**

Motion: Martens moved to approve, Booth seconded.

Discussion: Booth highlighted committee's recommended changes. "Secretary of record" and "notice to give" to be increased from 4 hours to 24 hours.

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

Nays: None

Motion passed

c. **Board to consider a motion to approve the Public Comment Policy**

Motion: None

Discussion: This item has been tabled for the time being.

Coen to look into re-writing the section about public forum topics (non-agenda items) and when public may speak about agenda items.

d. **Board to consider a motion to approve the Freedom of Information Act Policy**

Motion: Carmichael moved to approve, Martens seconded.

Discussion: Committee reported that no changes were made.

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

Nays: None

Motion passed

11) **Executive Session:** Martens moved to go into executive session at 7:16pm to review Executive Session Minutes in accordance to 5 ILCS 120/2, each public body shall periodically, but no less than semi-annually, meet to review minutes of all closed meetings. At such meetings a determination shall be made, and reported in an open session that (1) the need for confidentiality still exists as to all or part of those minutes or (2) that the minutes or portions thereof no longer require confidential treatment and are available for public inspection. Booth seconded.

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

Nays: None

Motion passed

12) **Resume Open Session** Regular session was called back to order at 7:25pm by Board President Jason Fichtel

Roll call

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

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

13) **New Business** (continued)

e. **Report on the need for confidentiality for executive session minutes as to all or part of those minutes or (2) that the minutes or portions thereof no longer require confidential treatment and are available for public inspection.**

Discussion: Fichtel reported that the Board has determined to keep all executive session minutes confidential.

14) Adjournment:

Motion: Booth moved to adjourn at 7:26pm, Carmichael seconded.

All in favor

Motion passed

Respectfully submitted,

Annie Delano

Westmont Public Library

Board of Trustees, Secretary