



## 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 APRIL 17, 2018

#### 1. Call to Order

The meeting was called to order at 7:00pm by Board President Jason Fichtel on Tuesday, April 17, 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

**Absent:** none

**Staff present:** Director Julia Coen and Assistant Director Brittany Smith

#### 3. Pledge of Allegiance

#### 4. Approval of Consent Agenda

- a. Minutes of the regular board meeting: March 27, 2018
- b. Communications log: April 2018
- c. Director's report: April 2018

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

**Discussion:** none

**Vote:** All in favor

**Motion passed**

#### 5. Open Forum

##### a. Public

Ruth Olson, Finance Assistant Director, present to answer questions.

##### b. Board

Booth: Facebook posts have been great lately. Everything is branded as library content, which helps it stand out.

Carmichael: none

Delano: none

Martens: The National Honor Society students did an excellent job presenting at the Village Board meeting re: the seed library. Also, the Mayor had great comments about the library's increased involvement in the community over the past few years, and he agrees.

O'Connor: Agrees the students did a great job at the Village Board meeting. He also commented on Smith's ability to present to a group of people.

Parikh: Has officially been in the United States for 24 years on April 13. He has been in Westmont the past 19 years, and he feels the library is a hub for the community. It is an honor to be a part of the community and to get to work on the Library Board.

Fichtel: His new neighbors came in to the library to get library cards and were very impressed with our library.

##### c. Director

Coen: We have received the award letter for our FY18 Per Capita Grant in the amount of \$30,856. We are still waiting to receive our FY17 funds. The FY18 funds will be used for construction/facility improvements. Elizabeth Miller is representing the library this evening at the Westmont Junior High Community Talks event. The chiller project permits were not approved by the Village. There are specific concerns about the aesthetics of the fence. Updated permits will be submitted.

**d. Staff**

**Smith:** The first annual Maker Fair is on Saturday from 12-4pm. We will have various community vendors providing demonstrations and displays. Makery staff will be onsite to demonstrate and promote community use of Makery tools. Sunday at 2pm we will have the unveiling of the Seed Library. NHS students and I will be here to give out the first round of seed packets. We will also have informational material for patrons.

**6. Additions & Deletions**

**Motion:** Martens moved to include Additions and Deletions with Bills and Salaries, Carmichael seconded.

**Discussion:** None

**Vote:** All in favor

**Motion passed**

**7. Treasurer's Report**

**Motion:** O'Connor moved to file the Treasurer's Report for audit, Booth seconded.

**Discussion:** None

**Vote:** All in favor

**Motion passed**

**8. Bills and Salaries**

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

**Discussion:** None

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

Nays: 0

Absent: none

**Motion passed**

**9. Unfinished Business: none**

**10. New Business**

**a. Board to consider a motion to approve FY19 insurance and workers compensation coverage and premium for \$12,732**

**Motion:** Delano moved to approve the FY19 insurance and workers compensation coverage and premium for \$12,732, Parikh seconded.

**Discussion:** Coen explained there is no change in coverage, but a slight increase in cost due an increase in our evaluation. Our policies will remain with current insurance companies and KAMM remains our insurance broker who we have been working with for many years.

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

Nays: 0

Absent: none

**Motion passed**

**b. Board to consider a motion to approve the FY19 budget**

**Motion:** O'Connor moved to approve the FY19 budget, Booth seconded.

**Discussion:** The budget has been discussed at the finance committee meeting in February and with the full Library Board in March. This is the final version that includes budget numbers for some line items we didn't have until this month. There is a detailed budget document and a brief budget document. Both will be posted on the website after approval. Booth commented that the pie chart was a great visual.

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

Nays: 0

Absent: none

**Motion passed**

**c. Board to consider a motion to approve the Resolution Authorizing FY2019 Public Library Non-resident Card Participation and Fees**

**d. Motion:** Martens moved to approve the Resolution Authorizing FY2019 Public Library Non-resident Card Participation and Fees, Delano seconded.

**Discussion:** The Library Board is legally required to determine if the library will participate in the non-resident program on a yearly basis. Per the attached resolution, households that participate in the program would be assessed a fee equal based on the current property tax rate for taxpayers. All residents in the household would be entitled to a library card. The fee for renters is 15% of their monthly rent.

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

Nays: 0

Absent: none

**Motion passed**

**e. Board to consider a motion to approve the Social Media Policy**

**Motion:** Booth moved to approve the Social Media Policy, Carmichael seconded.

**Discussion:** The policy committee requested a statement be added that references other conduct policies. The following was added: By joining, posting, or commenting on Westmont Public Library sponsored social media sites, users agree to comply with this Policy and the Westmont Public Library's Public Use of the Internet Policy and Library Use and Conduct Policy, as applicable.

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

Nays: 0

Absent: none

**Motion passed**

**f. Board to consider a motion to approve the Bloodborne Pathogen Policy**

**Motion:** Martens moved to approve the Bloodborne Pathogen Policy, Parikh seconded.

**Discussion:** The policy committee reviewed the policy and Coen explained most of the content comes from legal guidelines provided by OSHA. The updated policy adds procedures to ensure staff know how to deal with potential bloodborne exposures.

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

Nays: 0

Absent: none

**Motion passed**

**g. Board to consider a motion to approve the Identity Protection Policy**

**Motion:** Booth moved to approve the Identity Protection Policy, Carmichael seconded.

**Discussion:** No changes were made to this policy, except for a few slight wording changes.

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

Nays: 0

Absent: none

**Motion passed**

**11. Executive Session:** None

**12. Adjournment**

**Motion:** Carmichael moved to adjourn at 7:28pm, O'Connor seconded.

**All in favor**

**Motion passed**

Respectfully submitted,

Annie Delano

Westmont Public Library Board of Trustees, Secretary