



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 19, 2018

1. Call to Order

The meeting was called to order at 7:00pm by Board President Jason Fichtel on Tuesday, June 19, 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: May 15, 2018
- b. Minutes of the finance committee meeting: May 15, 2018
- c. Communications log: June 2018
- d. Director's report: June 2018

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

Discussion: none

Vote: All in favor

Motion passed

5. Open Forum

- a. **Public:** Spencer Parker, Village of Westmont Finance Director, present to answer questions.
- b. **Board:**

Booth: Registered for summer reading. Kids like the way things are set up upstairs and are looking forward to participating.

O'Connor: Daughter really enjoyed the Escape Room program. Kids have started the scavenger hunt but getting to the Gregg House is proving to be a little difficult.

Delano: Also enjoying the summer reading programs and activities. The scavenger hunt is a bit hit with her kids. Is also hearing great comments throughout the community about how much others are enjoying the programs.
- c. **Director:**

Coen: Met with the architect and project manager to discuss the next phase of the renovation project and will share more details at the July board meeting. Reminder that library will have a table at the street fairs on Thursday nights from 6-8pm. Over 209 people visited the library's table at the fair last week. Staff workstations will be migrating to the Village's network this week. That will complete the IT migration since the public PCs have already been on the Village network for some time. Prechel, Head of Access Services, is out on leave and Coen is now the liaison with Village IT and Smith is supervising Tech Services.
- d. **Staff**

Smith: The library will not have a booth at the Taste of Westmont as we have in the past. Instead, we will host a special trivia program on Thursday evening from 6-8pm, location to be determined. On Saturday there will be crafts on the south stage 2-4pm and a special visit from Princess Leia for photo ops and meet and greet from 3:30-4:30pm.

6. Additions & Deletions

GENERAL OPERATING ACCOUNT / CLARENDON HILLS BANK A/C #8590				
RECIPIENT	MEMORANDUM/INVOICE	NOTE	WPL CODE	AMOUNT
AMAZON	MISCELLANEOUS INVOICES	SEE ATTACHED - FY18	00.0000	\$67.39
AMAZON	MISCELLANEOUS INVOICES	SEE ATTACHED - FY19	00.0000	\$3,386.92
BIBLIOTHECA	S10040766-US	DIGITAL CONTENT - ADULT	11.4216	\$2,257.79
BRODART CO	B5347779	BOOKS - ADULT	11.4211	\$326.96
CHICAGO TRIBUNE	70109150 060718	PERIODICALS - ADULT	11.4214	\$727.48
FIRST BANKCARD (WINTRUST)	JUNE 2018	SEE ATTACHED	00.0000	\$2,296.45
FOX LANDSCAPING	18-0745	GROUNDS MAINTENANCE	11.4615	\$810.14
GALE/CENGAGE LEARNING	63840282	BOOKS - ADULT	11.4211	\$19.46
GALE/CENGAGE LEARNING	63838987	BOOKS - ADULT	11.4211	\$49.38
KONICA MINOLTA	359312865	PHOTOCOPIER & PRINTING	11.4727	\$297.00
MANAGEMENT ASSOCIATION	7204	CONFERENCES & TRAINING	11.4131	\$2,500.00
MIDWEST TAPE	96168259	AV - ADULT	11.4213	\$43.98
MIDWEST TAPE	96168259	PROCESSING	11.4416	\$1.70
MIDWEST TAPE	96168360	AV - ADULT	11.4213	\$7.99
MIDWEST TAPE	96168360	PROCESSING	11.4416	\$0.85
MIDWEST TAPE	96168361	AV - ADULT	11.4213	\$102.33
MIDWEST TAPE	96168361	PROCESSING	11.4416	\$5.95
MIDWEST TAPE	96168363	AV - ADULT	11.4213	\$39.48
MIDWEST TAPE	96168363	PROCESSING	11.4416	\$1.70
MIDWEST TAPE	96171416	AV - ADULT	11.4213	\$79.15
MIDWEST TAPE	96171416	PROCESSING	11.4416	\$4.25
MIDWEST TAPE	96171418	AV - ADULT	11.4213	\$11.99
MIDWEST TAPE	96171418	PROCESSING	11.4416	\$0.85
MIDWEST TAPE	96171419	AV - ADULT	11.4213	\$67.47
MIDWEST TAPE	96171419	PROCESSING	11.4416	\$2.55
MIDWEST TAPE	96173750	AV - ADULT	11.4213	\$131.94
MIDWEST TAPE	96173750	PROCESSING	11.4416	\$5.10
MIDWEST TAPE	96173751	AV - YOUTH	11.4223	\$185.15
MIDWEST TAPE	96173751	PROCESSING	11.4416	\$5.95
MIDWEST TAPE	96173752	AV - ADULT	11.4213	\$37.57
MIDWEST TAPE	96173752	PROCESSING	11.4416	\$2.55
MIDWEST TAPE	96182563	AV - ADULT	11.4213	\$31.99
MIDWEST TAPE	96182564	AV - YOUTH	11.4223	\$32.22
MIDWEST TAPE	96182564	PROCESSING	11.4416	\$2.55
MIDWEST TAPE	96182565	AV - ADULT	11.4213	\$66.35
MIDWEST TAPE	96182565	PROCESSING	11.4416	\$4.25
MIDWEST TAPE	96182566	AV - YOUTH	11.4223	\$16.38
MIDWEST TAPE	96182566	PROCESSING	11.4416	\$1.70
NICOR GAS	79848900001 0618	NATURAL GAS - FY18	11.4631	\$707.72
PETTY CASH	06192018	SEE ATTACHED	00.0000	\$166.99
RECORDED BOOKS	75788175	AV - ADULT	11.4213	\$349.60
RECORDED BOOKS	75789502	AV - ADULT	11.4213	\$114.17
RECORDED BOOKS	75797339	DIGITAL CONTENT - ADULT	11.4216	\$40.80
SCHOLASTIC	17203821	PROGRAMMING - YOUTH	11.4502	\$878.85
SWANK MOVIE LICENSING USA	2516427	PROGRAMMING - ADULT	11.4501	\$637.00
			TOTAL	\$16,528.04
TOTAL TO BE ADDED TO THE BILLS PRESENTED ON JUNE 19, 2018 = \$16,528.04				

Motion: Booth moved to include Additions and Deletions with Bills and Salaries, Delano 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, Martens seconded.

Discussion: None

Vote: All in favor

Motion passed

8. Bills and Salaries

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

Discussion: Carmichael asked why the payment to the USPS so high. Smith explained that the payment to the post office was for mailing out the newsletters for the entire year instead of quarterly payments.

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

Nays: 0

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: Martens moved to approve the Prevailing Wage Resolution, O'Connor seconded.

Discussion: Coen explained that every June the Library Board must determine the prevailing rate of wages as required by the Illinois Prevailing Wage Act. We must file a certified copy of our approved resolution with the Department of Labor by no later than July 15 each year. The law also required that we publish a notice in the newspaper that states the determination is effective. However, due to the change in the law, if the Library Board approves the prevailing wage rates as determined by the Illinois Department of Labor, we do not have to publish a notice in the newspaper this year. We can post a link to the wages on our website rather than publishing the determination in the newspaper. This saves us money.

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

Nays: 0

Motion passed

b. Approval of the FY18 Illinois Public Library Annual Report

Motion: Delano moved to approve the FY18 Illinois Public Library Annual Report, Carmichael seconded.

Discussion: Coen explained that we are required to complete this report and submit it to the State Library within 60 days of the end of our fiscal year, which is July 1. The report reflects information on our services, finances, staff, and usage. Kerry Barnett uses some of the information from the report to create a one page graphic flyer that highlights our impact. The report will be published on our website. Circulation increased 18%. Booth asked if there is anything in the report that stood out. Coen said that the number of hours for staff training had increased, which is positive. Fichtel asked if we have received any feedback about our longer opening hours. Coen responded that she has heard positive feedback from patrons.

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

Nays: 0

Motion passed

11. Executive Session: None

12. Adjournment

Motion: O'Connor moved to adjourn at 7:14pm, Parikh seconded.

All in favor

Motion passed

Respectfully submitted,

Annie Delano

Westmont Public Library Board of Trustees, Secretary