



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

JULY 17, 2018

1. Call to Order

The meeting was called to order at 7pm by Board President Jason Fichtel on Tuesday, July 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

Staff present: Director Julia Coen, Assistant Director Brittany Smith, Administrative Assistant Theresa Barry, Graphic Design Associate Kerry Barnett, and Marketing Associate Aaron Hawkins

3. Pledge of Allegiance

4. Approval of Consent Agenda

- a. Minutes of the regular board meeting: June 19, 2018
- b. Communications log: July 2018
- c. Director's report: July 2018

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

Discussion: None

Vote: All in favor

Motion passed

5. Open Forum

- a. **Public:** Ruth Olsson, Village of Westmont Assistant Finance Director, present to answer questions.

- b. **Board**

Booth: Her family is enjoying the programs for the Summer Learning program. She spoke with the owners of Uncle Jon's Music who said that because they are a destination in the library's scavenger hunt they were seeing a lot of new people come through their doors.

O'Connor: He stopped in this weekend with his daughter and enjoyed meeting Jessie in Youth Services. She provided excellent service.

Delano: She enjoyed the library's craft table at the Taste of Westmont.

Parikh: He enjoyed seeing library staff at the Street Fair.

Fichtel: He is impressed with how well the straw bale garden is growing in the library's front planter area. Coen explained that the garden is being managed by patron Pat Miller. The food from the garden will eventually be donated to the People's Resource Center. Aaron has been taking photos and sharing information on social media. Pat is planning to lead several "talk to the gardener" sessions in September. Fichtel asked if he could be informed when those dates are published.

- c. **Director:**

Coen will be attending the Village Board meeting on Thursday to answer any questions regarding the appropriation. The auditors will be on site in a couple of weeks to conduct the FY18 audit. The Nicor gas franchise agreement has been renewed by the Village and we will eventually receive credits towards our account. Until then, we will pay our bills and it may look like we're going over budget but after the credits are applied it will be a cost saving for the library. Coen explained the various organizations that were served by our homebound delivery service and the new procedures staff have implemented.

d. Staff

Smith: She explained that LACONI stands for Libraries Administrators Conference of Northern Illinois and what her role is in the organization. She presented the coasters that Barnett designed and how they will be shared throughout the community to promote the library. The library's events at the Taste of Westmont went really well.

Aaron Hawkins introduced himself as the Marketing Associate in charge of social media, e-newsletter, and the print newsletter. He has enjoyed working on our social media promotions and will continue to expand our online presence to hopefully encourage more community conversations about the library.

Kerry Barnett introduced herself as the Graphic Design Associate. She and Hawkins have just finished working on the upcoming newsletter which now features library news as well as information on library programs. She is also working on revamping our website and showed some of the upcoming changes that will be made. She also shared that the title for our upcoming Westmont Reads program will be the first Harry Potter book in celebration of the 20th anniversary of the release in the US.

6. Additions & Deletions

GENERAL OPERATING ACCOUNT / CLARENDON HILLS BANK A/C #8590				
RECIPIENT	MEMORANDUM/INVOICE	NOTE	WPL CODE	AMOUNT
AMAZON	MISCELLANEOUS INVOICES	SEE ATTACHED	00.0000	\$1,657.23
BAKER & TAYLOR	2033828827	BOOKS - ADULT	11.4211	\$153.61
BAKER & TAYLOR	2033818986	BOOKS - ADULT	11.4211	\$709.52
BAKER & TAYLOR	2033818986	PROCESSING	11.4416	\$51.25
BAKER & TAYLOR	2033818410	BOOKS - ADULT	11.4211	\$446.65
BAKER & TAYLOR	2033818410	PROCESSING	11.4416	\$28.00
BAKER & TAYLOR	2033811390	BOOKS - ADULT	11.4211	\$236.78
BAKER & TAYLOR	2033811390	PROCESSING	11.4416	\$19.50
BAKER & TAYLOR	2033807998	BOOKS - ADULT	11.4211	\$316.27
BAKER & TAYLOR	2033807998	PROCESSING	11.4416	\$12.70
BAKER & TAYLOR	2033816043	BOOKS - YOUTH	11.4221	\$592.71
BAKER & TAYLOR	2033816043	PROCESSING	11.4416	\$54.65
BAKER & TAYLOR	2033809200	BOOKS - YOUTH	11.4221	\$381.28
BAKER & TAYLOR	2033809200	PROCESSING	11.4416	\$35.05
BIBLIOTHECA	SI0041857-US	DIGITAL CONTENT - ADULT	11.4216	\$246.00
BIBLIOTHECA	SI0041858-US	DIGITAL CONTENT - ADULT	11.4216	\$434.64
BIBLIOTHECA	SI0041856-US	DIGITAL CONTENT - ADULT	11.4216	\$123.88
BRODART	B5368499	BOOKS - ADULT	11.4211	\$25.54
CARLSON, ALEX	06262018	TRAVEL	11.4134	\$88.98
CARLSON, ALEX	06262018	CONFERENCES & TRAINING	11.4131	\$320.00
CENTER POINT LARGE PRINT	1598404	BOOKS - ADULT	11.4211	\$44.34
FIRST BANKCARD (WINTRUST)	JULY 2018	SEE ATTACHED	00.0000	\$698.17
FOX LANDSCAPING	18-1015	GROUNDS MAINTENANCE	11.4615	\$810.14
FOX VALLEY FIRE & SAFETY	IN00185247	FIRE ALARM SYSTEM	11.4624	\$333.00
HIGGINS, CARMEN	07112018	TRAVEL	11.4134	\$4.36
ILAEYC	10202018	CONFERENCES & TRAINING	11.4131	\$120.00
KONICA MINOLTA	252822469	PHOTOCOPIER & PRINTING	11.4727	\$57.63
KONICA MINOLTA	252822823	PHOTOCOPIER & PRINTING	11.4727	\$90.88
KONICA MINOLTA	252822363	PHOTOCOPIER & PRINTING	11.4727	\$37.31
KOSTAL, HEATHER	08082018	PROGRAMMING - ADULT	11.4501	\$400.00
LIBRARY FURNITURE INTERNATIONAL	6028	FACILITY IMPROVEMENT-GRANT	11.4618	\$19,166.42
LIBRARY FURNITURE INTERNATIONAL	6028	FURNITURE & EQUIPMENT	11.4701	\$3,612.58
LIBRARY FURNITURE INTERNATIONAL	6029	FURNITURE & EQUIPMENT	11.4701	\$8,973.00
LIMRICC	7132018	UNEMPLOYMENT INSURANCE	11.4058	\$286.16
NICOR GAS	79848900001 0618 (2)	NATURAL GAS	11.4631	\$168.29
PETTY CASH	07172018	SEE ATTACHED	00.0000	\$167.81
RAILS	4969	ELECTRONIC RESOURCE - ADULT	11.4217	\$7,755.75
RAILS	4969	ELECTRONIC RESOURCE - YOUTH	11.4227	\$2,585.25
UNIQUE MANAGEMENT SERVICES	464511	COLLECTION AGENCY SERVICES	11.4818	\$71.60
VILLAGE OF WESTMONT	714853	ANNUAL ELEVATOR INSPECTION	11.4622	\$50.00
VILLAGE OF WESTMONT	714883	ACCOUNTING SERVICES	11.4814	\$1,784.92
VILLAGE OF WESTMONT	714883	AUTOMATION CONSULTING	11.4656	\$10,455.66
WESTMONT CHAMBER OF COMMERCE	2707	MARKETING & ADVERTISING	11.4555	\$90.00
			TOTAL	\$63,697.51
TOTAL TO BE ADDED TO THE BILLS PRESENTED ON JULY 17, 2018 = \$63,697.51				

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

Discussion: Coen explained that if approved, the Bills and Salaries include all expenditures for the FY17 Per Capita Grant. Per the guidelines, the money must be expended by August 15 even though the funds were received late. Youth Service purchased shelving and furniture to create a new teen space with grant money.

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 days closed for 2019 calendar year

Motion: Delano moved to approve, Parikh seconded.

Discussion: Coen explained that the days closed are for holidays identified in the Personnel Policy. The annual staff in-service will be the last Friday in January.

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

Nays: 0

Motion passed

b. Approval of Product Architecture's proposal for the study room and computer lab renovation for \$9,800 from the Special Reserves fund

Motion: Martens moved to approve, Booth seconded.

Discussion: Coen explained that the architectural and design fees will include design options for the new study rooms and computer lab area. Fichtel questioned the wording of the agreement with regard to fees. Coen agreed to follow up with Tiffany Nash to confirm the actual wording and verify the amount for services before she signs it.

Vote: Ayes: Booth, Carmichael, Delano, Martens, Parikh, and Fichtel – 6

Abstention: O'Connor

Nays: 0

Motion passed

c. Approval of Pacific Construction Services' proposal for the study room and computer lab renovation for \$24,500 from the Special Reserves fund

Motion: Booth moved to approve, Delano seconded.

Discussion: Rajesh asked what the budget is for actual construction. Coen explained that the total budget would be \$130,000, which includes the \$9,800 for architecture fees and \$24,500 for project management. The project will take about two months.

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

Nays: 0

Motion passed

11. Executive Session:

Martens moved to go into executive session at 6:35pm since, according 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: 0

Motion passed

Adjourned into Executive Session at 7:35pm

12. Resume Open Session

Call to order: The meeting was called to order by Board President Jason Fichtel at 7:45pm.

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)

- d. 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 7:46pm, Carmichael seconded.

Discussion: None

All in favor

Motion passed

Respectfully submitted,

Annie Delano

Westmont Public Library Board of Trustees, Secretary