



## 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 SEPTEMBER 18, 2018

#### 1. Call to Order

The meeting was called to order at 7:00pm by Board President Jason Fichtel on Tuesday, September 18, 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, and President Jason Fichtel

**Absent:** Trustee Rajesh Parikh

**Staff present:** Director Julia Coen, Assistant Director Brittany Smith, Assistant Manager of Patron Services Marcy Biala, and Administrative Assistant Theresa Barry

#### 3. Pledge of Allegiance

#### 4. Approval of Consent Agenda

- a. Minutes of the regular board meeting: August 21, 2018
- b. Communications log: September 2018
- c. Director's report: September 2018

**Motion:** Martens moved to approve the consent agenda, Carmichael 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: Thinks the straw bale garden project is wonderful.

O'Connor: Hopes trivia night will be back soon.

Martens: Enjoyed hearing patrons outside in our parking lot this morning saying how much they enjoyed their visit to our library.

Delano: Continues to enjoy attending the programs in youth services and Adrian does a great job with the programs and crafts.

Carmichael: Chamber of Commerce open house tomorrow night 5-7pm at the Westmont Park District Fitness Club.

Fichtel: Really enjoyed attending the program "Putting the Garden to Bed." Also looking forward to attending the straw bale garden program tomorrow night.

##### c. Director

Coen: Carmen and Alex will be representing the library at the Chamber's Open House. Three Trustee terms will be up in the spring. Candidate packets for the April 2019 election are available now at the Clerk's office. The completed packets will be due by December 10-17 and the Village Hall will be open until 5pm on the last day. Coen confirmed with the DuPage Election Commission that terms are 4 years instead of 6 due to the resolution the Board passed in 2017. New

furniture arrives tomorrow morning for the Youth Services department. A new service desk and display shelving will be installed. Additional shelving for the teen area will be arriving in October. The furniture was purchased with Per Capita Grant funds. The Friends of the Library are hosting a fundraiser on Tuesday, September 25 at Chipotle between 4-8pm. The Friends will receive 50% of the proceeds if they sell at least \$300 worth of food.

**d. Staff**

**Smith:** Food for fines was successful. Approximately \$253 in overdue fines were waived and approximately 253 food items were donated to PRC.

**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	\$1,280.59
BAKER & TAYLOR	2033942202	BOOKS - YOUTH	11.4221	\$569.41
BAKER & TAYLOR	2033942202	PROCESSING	11.4416	\$41.10
BAKER & TAYLOR	2033943483	BOOKS - ADULT	11.4211	\$435.18
BAKER & TAYLOR	2033943483	PROCESSING	11.4416	\$24.15
BIBLIOTHECA	SI0043986-US	DIGITAL CONTENT - ADULT	11.4216	\$502.82
BIBLIOTHECA	SI0043987-US	DIGITAL CONTENT - ADULT	11.4216	\$128.86
BRODART	B5416922	BOOKS - ADULT	11.4211	\$16.19
CENTER POINT LARGE PRINT	1614385	BOOKS - ADULT	11.4211	\$44.34
FIRST BANKCARD (WINTRUST)	SEPTEMBER 2018	SEE ATTACHED	00.0000	\$1,308.76
FOLLIARD, LAURA	09132018	TRAVEL	11.4134	\$6.87
FOX LANDSCAPE	18-1489	GROUNDS MAINTENANCE	11.4615	\$810.14
FOX VALLEY FIRE & SAFETY	IN00200220	FIRE ALARM SYSTEM	11.4624	\$320.00
FOX VALLEY FIRE & SAFETY	IN00200043	GENERAL MAINTENANCE	11.4611	\$1,381.00
HINSDALE HUMANE SOCIETY	09122018	PROGRAMMING - YOUTH	11.4502	\$550.00
KONICA MINOLTA BUSINESS SOLUTION	253898806	PHOTOCOPIER & PRINTING	11.4727	\$63.10
KONICA MINOLTA BUSINESS SOLUTION	253898428	PHOTOCOPIER & PRINTING	11.4727	\$66.62
KONICA MINOLTA BUSINESS SOLUTION	253898805	PHOTOCOPIER & PRINTING	11.4727	\$13.57
LIBRARY IDEAS	64415	BOOKS - YOUTH	11.4221	\$131.28
NAMI OF DUPAGE COUNTY, IL	10032018	PROGRAMMING - ADULT	11.4501	\$175.00
ON TIME LABEL	21115	PROCESSING	11.4416	\$147.00
PASSEN, PHILIP	10102018	PROGRAMMING - ADULT	11.4501	\$250.00
PETTY CASH	09182018	SEE ATTACHED	00.0000	\$141.08
PRODUCT ARCHITECTURE + DESIGN	1650.0009	1ST FLOOR REMODEL	70.4862	\$3,052.50
RECORDED BOOKS, INC	75994442	AV - ADULT	11.4213	\$193.20
RECORDED BOOKS, INC.	75996754	DIGITAL CONTENT - ADULT	11.4216	\$160.80
SPECIAL OLYMPICS ILLINOIS	09122018	PROGRAMMING - YOUTH	11.4502	\$450.00
UNIQUE MANAGEMENT SERVICES, INC.	467242	COLLECTION AGENCY SERVICES	11.4818	\$35.80
WALKER DISPLAY, INC.	18313	FURNITURE & EQUIPMENT	11.4701	\$109.57
WESTMONT CHAMBER OF COMMERCE	2767	CONFERENCES & TRAINING	11.4131	\$15.00
			<b>TOTAL</b>	<b>\$12,423.93</b>
<b>TOTAL TO BE ADDED TO THE BILLS PRESENTED ON SEPTEMBER 18, 2018 = \$12,423.93</b>				

**Motion:** O'Connor moved to include Additions and Deletions with Bills and Salaries, Booth 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:** Delano moved to approve the Bills and Salaries Report, Carmichael seconded.

**Discussion:** None

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

Nays: 0

**Absent:** Parikh

**Motion passed**

**9. Unfinished Business:** None

**10. New Business**

**a. Approval of the transfer of FY18 surplus funds to the special reserves fund for an amount of \$78,392**

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

**Discussion:** Coen explained that the auditors have provided us with our end of year fund balances for FY18. This allows us to calculate how much money should be transferred to Special Reserves. The packets includes a detailed breakdown of the budget lines that were underspent in FY18. Overall, we were about 4% under budget.

Spencer Parker explained that in FY17 we received a large and unanticipated reimbursement from our insurance company. That is why our FY17 surplus was approximately \$12,000 higher than our FY18.

Fichtel asked about the surplus in the travel budget. Smith explained she did not attend PLA because it was held during our budgeting meetings and that another staff member was unable to attend a conference that she was anticipating to attend.

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

Nays: 0

**Absent:** Parikh

**Motion passed**

**b. Discussion of patron services and goals with Assistant Manager of Patron Services Marcy Biala**

Marcy thanked the board for the opportunity to speak to them about her new position and the goals for the circulation department. She thoroughly enjoys working at the library and empowering patrons and residents. Customer service plays a huge role in shaping our patrons' experiences so she is eager to continue training staff to provide excellent customer service. She will be encouraging staff to attend various continued education opportunities. She is also working with Brittany to streamline procedures to provide consistent service to all patrons. Smith complimented Biala on her accomplishments over the past few years. O'Connor thanked Marcy for her great customer service.

**c. Discussion of legislative updates related to Illinois public libraries**

Coen explained recent changes to Illinois laws that affect public libraries.

**11. Executive Session:** None

**12. Adjournment**

**Motion:** O'Connor moved to adjourn at 7:30pm, Carmichael seconded.

**Vote:** All in favor

**Motion passed**

Respectfully submitted,

Annie Delano

Westmont Public Library Board of Trustees, Secretary