



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 OCTOBER 16, 2018

1. Call to Order

The meeting was called to order at 7:01pm by Board President Jason Fichtel on Tuesday, October 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

Absent: None

Staff present: Director Julia Coen and Administrative Assistant Theresa Barry

3. Pledge of Allegiance

4. Approval of Consent Agenda

- a. Minutes of the regular board meeting: September 18, 2018
- b. Communications log: October 2018
- c. Director's report: October 2018

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

Glen Liljeberg, Village of Westmont Finance Director, present to answer questions.

b. Board

Booth: Likes the new display cases in the youth service department. Her daughter enjoyed displaying her collection.

Martens: Thanks for the additional financial information regarding the FY18 surplus.

Carmichael: Doug's next concert with the American Wind Band will be on Sunday, October 21 at 3pm in Elmhurst. There will be a lot of Halloween events this weekend in Westmont.

Parikh: Enjoyed attending the Friend's fundraiser at Chipotle and was very pleased with the amount that was raised.

c. Director

Coen: The pumpkin smashing event at the Wicked West Fest is this Saturday 11-11:30am if anyone would like to represent the library. Thank you Heather for volunteering. Coen be attending the State of the Village event on October 26 at 7:30am. The event does require an RSVP although it will also be available to watch on YouTube afterwards. Candidate packets for the April 2019 election are available at the Clerk's office. Rajesh, Elaine, and Jason's seats will be up for re-election.

d. Staff

None

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	\$1,809.10
BIBLIOTHECA	S10045015-US	DIGITAL CONTENT - ADULT	11.4216	\$721.28
BIBLIOTHECA	S10045016-US	DIGITAL CONTENT - ADULT	11.4216	\$205.99
BIBLIOTHECA	S10045017-US	DIGITAL CONTENT - ADULT	11.4216	\$148.43
BRODART	511048	FURNITURE & EQUIPMENT	11.4701	\$1,375.92
CENTER POINT LARGE PRINT	1625816	BOOKS - ADULT	11.4211	\$44.34
DENNISON, JEFFREY	31404003517007	RBP/ILL LOST & PAID	11.4232	\$19.99
FIRST BANKCARD (WINTRUST)	OCTOBER 2018	SEE ATTACHED	00.0000	\$2,946.09
FLOW-TECHNICS, INC.	INV000006846	MISC. REPAIRS & INSPECTIONS	11.4629	\$875.00
FLOW-TECHNICS, INC.	INV000006846	GENERAL MAINTENANCE	11.4611	\$268.00
FOX LANDSCAPE LLC	18-1752	GROUPS MAINTENANCE	11.4615	\$810.14
GALE/CENGAGE LEARNING	65379133	BOOKS - ADULT	11.4211	\$49.38
GALE/CENGAGE LEARNING	65345183	BOOKS - ADULT	11.4211	\$25.34
LOGSDON OFFICE SUPPLY	1038667-001	OFFICE SUPPLIES	11.4411	\$11.87
LOGSDON OFFICE SUPPLY	1038667-001	CUSTODIAL SUPPLIES	11.4415	\$23.89
MIDWEST TAPE	96481745	AV - ADULT	11.4213	\$54.99
MIDWEST TAPE	96488321	AV - ADULT	11.4213	\$33.74
MIDWEST TAPE	96488321	PROCESSING	11.4416	\$2.80
MIDWEST TAPE	96491841	AV - ADULT	11.4213	\$29.99
MIDWEST TAPE	96491841	PROCESSING	11.4416	\$2.80
MIDWEST TAPE	96498756	AV - YOUTH	11.4223	\$19.98
MIDWEST TAPE	96498756	PROCESSING	11.4416	\$1.70
MIDWEST TAPE	96498757	AV - ADULT	11.4213	\$66.37
MIDWEST TAPE	96498757	PROCESSING	11.4416	\$1.70
MIDWEST TAPE	96498758	AV - ADULT	11.4213	\$28.58
MIDWEST TAPE	96498758	PROCESSING	11.4416	\$1.70
MIDWEST TAPE	96499069	AV - ADULT	11.4213	\$27.98
MIDWEST TAPE	96499069	PROCESSING	11.4416	\$1.70
MIDWEST TAPE	96499771	AV - ADULT	11.4213	\$248.63
MIDWEST TAPE	96499771	PROCESSING	11.4416	\$6.80
MIDWEST TAPE	96499772	AV - ADULT	11.4213	\$86.20
MIDWEST TAPE	96499772	PROCESSING	11.4416	\$4.25
MIDWEST TAPE	96499773	AV - ADULT	11.4213	\$74.22
MIDWEST TAPE	96499773	PROCESSING	11.4416	\$1.70
MIDWEST TAPE	96499774	AV - ADULT	11.4213	\$27.74
MIDWEST TAPE	96499774	PROCESSING	11.4416	\$0.85
MIDWEST TAPE	96499775	AV - ADULT	11.4213	\$17.24
MIDWEST TAPE	96499775	PROCESSING	11.4416	\$0.85
MIDWEST TAPE	96499776	AV - ADULT	11.4213	\$55.76
MIDWEST TAPE	96499776	PROCESSING	11.4416	\$3.40
MIDWEST TAPE	96499819	AV - ADULT	11.4213	\$60.98
MIDWEST TAPE	96500027	AV - YOUTH	11.4223	\$11.24
MIDWEST TAPE	96500027	PROCESSING	11.4416	\$0.85
MIDWEST TAPE	96500028	AV - YOUTH	11.4223	\$29.24
MIDWEST TAPE	96500028	PROCESSING	11.4416	\$0.85
MIDWEST TAPE	96500029	AV - ADULT	11.4213	\$13.99
MIDWEST TAPE	96500029	PROCESSING	11.4416	\$0.85
MIDWEST TAPE	96500881	AV - ADULT	11.4213	\$22.49
MIDWEST TAPE	96500882	AV - ADULT	11.4213	\$18.99
MIDWEST TAPE	96500882	PROCESSING	11.4416	\$0.85
MIDWEST TAPE	96500883	AV - ADULT	11.4213	\$19.49
MIDWEST TAPE	96500883	PROCESSING	11.4416	\$0.85
MIDWEST TAPE	96500884	AV - ADULT	11.4213	\$18.74
NORCOMM PUBLIC SAFETY	273-119468	FIRE ALARM SYSTEM	11.4624	\$60.00
PETTY CASH	10162018	SEE ATTACHED	00.0000	\$331.66
RECORDED BOOKS	76011791	DIGITAL CONTENT - ADULT	11.4216	\$143.20
WESTMONT PARK DISTRICT	10082018	MARKETING & ADVERTISING	11.4555	\$200.00
			TOTAL	\$11,070.70
TOTAL TO BE ADDED TO THE BILLS PRESENTED ON OCTOBER 16, 2018 = \$11,070.70				

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

Discussion: None

Vote: All in favor

Motion passed

8. Bills and Salaries

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

Discussion: None

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

Nays: 0

Motion passed

9. Unfinished Business: None

10. New Business

a. Board to consider a motion to approve the 2018 levy resolution for FY20

Motion: Delano moved to approve the 2018 levy resolution for FY20 at 4.9 percent, O'Connor seconded.

Discussion: Coen explained that this is the first step in the levy process. The amount we receive is calculated using the CPI of 2.1% for 2018 plus new growth. The new development report has not yet been published so it is unknown at this time. Once approved, it will be submitted to the Village to be included in their levy ordinance. Once we receive the actual amount we can receive from the County in March, Coen will provide the Board with information on what the levy amount means to the taxpayers in Westmont. Coen also discussed the per capita income for the library, revenue sources for the library, and how we compare to neighboring libraries and other taxing bodies in Westmont. O'Connor suggested adding the word "annually" after per capita. The Board encouraged Coen to share this information with the public.

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

Nays: 0

Motion passed

b. Award of bids for the interior renovation project for a total not to exceed \$99,971 from Special Reserves

- General Trades services in the amount of \$21,311 to RRR Remodeling
- Paint services in the amount of \$3,650 to RRR Remodeling
- Glazing services in the amount of \$3,280 to RRR Remodeling
- Electrical services in the amount of \$19,980 to Service Plus Electric
- Flooring services in the amount of \$11,600 to Commercial Carpet Consultants
- Mechanical services in the amount of \$8,450 to Martin Enterprises
- General allowance not to exceed \$5,500
- Furniture allowance not to exceed \$20,000
- Contingencies not to exceed \$6,000

Motion: Delano moved to approve a total not to exceed \$99,971 from Special Reserves, Booth seconded.

Discussion: Coen explained they were planning to start construction on December 1 and finish by early January. We have worked with several of the contractors on previous projects. The new flooring will extend to the new community area. The existing study rooms will also be updated with new carpet, paint, and furniture.

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

Nays: 0

Motion passed

- c. **Approval of fence proposal in the amount of \$13,775 to Fabiani's Total Fencing**
Motion: Martens moved to approve the fence proposal in the amount of \$13,775 to Fabiani's Total Fencing, Parikh seconded.
Discussion: Coen explained that the demolition of the existing chiller yard walls would begin soon.
Vote: Ayes: Booth, Carmichael, Delano, Martens, O'Connor, Parikh, and Fichtel – 7
Nays: 0
Motion passed

- d. **Approval of the Library Use and Conduct Policy**
Motion: Delano moved to approve, Carmichael seconded.
Discussion: Booth reported that the committee recommends the Board approve the policy with minor grammatical changes and changes. The updated policy addresses adult patrons with developmental needs using the youth service department.
Vote: Ayes: Booth, Carmichael, Delano, Martens, O'Connor, Parikh, and Fichtel – 7
Nays: 0
Motion passed

- e. **Approval of the Meeting Room Use Policy**
Motion: Martens moved to approve, Parikh seconded.
Discussion: Booth reported that the committee recommends the Board approve the policy with minor changes to address appropriate use of the meeting rooms and notice of cancellation.
Vote: Ayes: Booth, Carmichael, Delano, Martens, O'Connor, Parikh, and Fichtel – 7
Nays: 0
Motion passed

- f. **Approval of the Public Use of the Internet Policy**
Motion: O'Connor moved to approve, Carmichael seconded.
Discussion: Booth reported that the committee recommends the Board approve the policy with minor changes to the user agreement section and children and public use of the internet section. There was discussion about how to best serve teens who may not have a library card and who cannot get parental permission to use the internet. Coen and Perez will look into options for teen internet service and report back to the Board in January.
Vote: Ayes: Carmichael, Delano, Martens, O'Connor, and Parikh – 5
Nays: Booth and Fichtel - 2
Motion passed

- g. **Approval of the Confidentiality of Patron Records Policy**
Motion: Carmichael moved to approve, Parikh seconded.
Discussion: Booth explained that the suggested changes submitted by Coen were in compliance with the law and that the committee recommends that the board approve the policy as presented.
Vote: Ayes: Booth, Carmichael, Delano, Martens, O'Connor, Parikh and Fichtel – 7
Nays: 0
Motion passed

- h. **Approval of the Outdoor Digital Sign Policy**
Motion: Booth moved to approve, Delano seconded.
Discussion: Coen reported that there we no changes.
Vote: Ayes: Booth, Carmichael, Delano, Martens, O'Connor, Parikh, and Fichtel – 7
Nays: 0
Motion passed

11. **Executive Session:** None

12. **Adjournment**

Motion Carmichael moved to adjourn at 7:33pm, Martens seconded.

**All in favor
Motion passed**

Respectfully submitted,

**Annie Delano
Westmont Public Library Board of Trustees, Secretary**