



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 NOVEMBER 20, 2018

1. Call to Order

The meeting was called to order at 7:05 pm by Board Vice President John Martens on Tuesday, November 20, 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

Absent: Trustee Rajesh Parikh and President Jason Fichtel

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: October 16, 2018
- b. Minutes of the bylaws and policy committee meeting on October 16, 2018
- c. Communications log: November 2018
- d. Director's report: November 2018

Motion: Booth moved to approve the consent agenda, Delano 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: Happy to report that she won the pumpkin smashing contest. Thank you for letting me participate.

Carmichael: Very impressed with all the hard work the staff have put into programs, setting up and presenting. Thank you Julia for including those details in your Director's report. Happy Thanksgiving everyone.

c. Director

Coen: Shared details about the Holly Day's parade. Staff will be marching and Trustees are welcome to join them. They will be lining up around 4:15 at Linden and Chicago. The demo work was done on the chiller yard and concrete work will begin soon. The fence will be installed by December 10. Construction for the new study rooms is scheduled to begin on December 3 or 4. She also commented on a couple of resident's concerns about how busy we were on Election Day and explained that staff worked hard to placate any disgruntled voters. The first Community Room will be used moving forward for accessibility reasons.

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	\$2,068.16
A. PANZICA ENTERPRISE, LTD.	850	GENERAL MAINTENANCE	11.4611	\$1,157.55
A. PANZICA ENTERPRISE, LTD.	851	GENERAL MAINTENANCE	11.4611	\$175.00
A. PANZICA ENTERPRISE, LTD.	852	GENERAL MAINTENANCE	11.4611	\$350.00
A. PANZICA ENTERPRISE, LTD.	853	GENERAL MAINTENANCE	11.4611	\$1,175.00
A. PANZICA ENTERPRISE, LTD.	854	GENERAL MAINTENANCE	11.4611	\$395.00
BAKER & TAYLOR	2034072683	BOOKS - ADULT	11.4211	\$662.41
BAKER & TAYLOR	2034072683	PROCESSING	11.4416	\$57.35
BAKER & TAYLOR	2034081258	BOOKS - ADULT	11.4211	\$260.45
BAKER & TAYLOR	2034081258	PROCESSING	11.4416	\$15.70
BAKER & TAYLOR	2034077592	BOOKS - YOUTH	11.4221	\$207.26
BAKER & TAYLOR	2034077592	PROCESSING	11.4416	\$14.60
BAKER & TAYLOR	2034078633	BOOKS - ADULT	11.4211	\$541.41
BAKER & TAYLOR	2034078633	PROCESSING	11.4416	\$32.65
BAKER & TAYLOR	2034030600	BOOKS - YOUTH	11.4221	\$20.99
BAKER & TAYLOR	2034030600	PROCESSING	11.4416	\$1.70
BAKER & TAYLOR	2034034082	BOOKS - YOUTH	11.4221	\$50.86
BAKER & TAYLOR	2034034082	PROCESSING	11.4416	\$1.90
BAKER & TAYLOR	2034038079	BOOKS - YOUTH	11.4221	\$333.48
BAKER & TAYLOR	2034038079	PROCESSING	11.4416	\$21.60
BAKER & TAYLOR	2034040863	BOOKS - YOUTH	11.4221	\$216.05
BAKER & TAYLOR	2034040863	PROCESSING	11.4416	\$15.90
BAKER & TAYLOR	2034041439	BOOKS - YOUTH	11.4221	\$439.20
BAKER & TAYLOR	2034041439	PROCESSING	11.4416	\$32.80
BIBLIOTHECA	510046119-US	DIGITAL CONTENT - ADULT	11.4216	\$378.87
BIBLIOTHECA	510046120-US	DIGITAL CONTENT - ADULT	11.4216	\$491.48
BIBLIOTHECA	510046121-US	DIGITAL CONTENT - ADULT	11.4216	\$197.53
BIBLIOTHECA	510046122-US	DIGITAL CONTENT - ADULT	11.4216	\$162.88
CASELOTS	005558	CUSTODIAL SUPPLIES	11.4415	\$53.80
D ENGRAVING COMPANY	23789	OFFICE SUPPLIES	11.4411	\$41.25
FIRST BANKCARD (WINTRUST)	NOVEMBER 2018	SEE ATTACHED	00.0000	\$470.43
GALE/CENGAGE LEARNING	65539287	BOOKS - ADULT	11.4211	\$19.46
GALE/CENGAGE LEARNING	65561420	BOOKS - ADULT	11.4211	\$124.75
ILLINOIS STATE TREASURER	10302018	RPB/ILL REPLACEMENTS	11.4232	\$76.91
ILLINOIS STATE TREASURER	10302018	PROGRAMMING - ADULT	11.4501	\$200.00
KLEIN, THORPE AND JENKINS	199005	LEGAL SERVICES	11.4811	\$63.00
MIDWEST TAPE	96589964	AV - ADULT	11.4213	\$11.99
MIDWEST TAPE	96589964	PROCESSING	11.4416	\$0.85
MIDWEST TAPE	96589966	AV - ADULT	11.4213	\$19.99
MIDWEST TAPE	96589966	PROCESSING	11.4416	\$0.85
MIDWEST TAPE	96596247	AV - ADULT	11.4213	\$14.99
MIDWEST TAPE	96596249	AV - ADULT	11.4213	\$111.97
MIDWEST TAPE	96602743	AV - YOUTH	11.4223	\$11.24
MIDWEST TAPE	96602743	PROCESSING	11.4416	\$0.85
MIDWEST TAPE	96602744	AV - ADULT	11.4213	\$13.99
MIDWEST TAPE	96602744	PROCESSING	11.4416	\$0.85
MIDWEST TAPE	96602746	AV - ADULT	11.4213	\$20.99
MIDWEST TAPE	96602746	PROCESSING	11.4416	\$0.85
MIDWEST TAPE	96602747	AV - ADULT	11.4213	\$20.99
MIDWEST TAPE	96602747	PROCESSING	11.4416	\$0.85
MIDWEST TAPE	96602748	AV - ADULT	11.4213	\$300.64
MIDWEST TAPE	96602748	PROCESSING	11.4416	\$6.80
MIDWEST TAPE	96602749	AV - ADULT	11.4213	\$57.72
MIDWEST TAPE	96602749	PROCESSING	11.4416	\$2.55
MIDWEST TAPE	96602750	AV - ADULT	11.4213	\$26.24
MIDWEST TAPE	96602750	PROCESSING	11.4416	\$0.85
MIDWEST TAPE	96602751	AV - ADULT	11.4213	\$59.65
MIDWEST TAPE	96602751	PROCESSING	11.4416	\$4.25
MIDWEST TAPE	96602752	AV - ADULT	11.4213	\$19.49
MIDWEST TAPE	96602752	PROCESSING	11.4416	\$0.85
MIDWEST TAPE	96605903	AV - ADULT	11.4213	\$77.98
MIDWEST TAPE	96605904	AV - ADULT	11.4213	\$37.49
MIDWEST TAPE	96605905	AV - ADULT	11.4213	\$13.59
MIDWEST TAPE	96605905	PROCESSING	11.4416	\$0.85
MIDWEST TAPE	96605907	AV - ADULT	11.4213	\$22.49
MIDWEST TAPE	96605907	PROCESSING	11.4416	\$0.85
MIDWEST TAPE	96605908	AV - ADULT	11.4213	\$10.49
MIDWEST TAPE	96605908	PROCESSING	11.4416	\$0.85
MIDWEST TAPE	96605909	AV - ADULT	11.4213	\$44.98
MIDWEST TAPE	96605909	PROCESSING	11.4416	\$1.70
MIDWEST TAPE	96609668	AV - ADULT	11.4213	\$21.59
MIDWEST TAPE	96609668	PROCESSING	11.4416	\$0.85
MIDWEST TAPE	96609669	AV - ADULT	11.4213	\$18.74
MIDWEST TAPE	96609669	PROCESSING	11.4416	\$0.85
MIDWEST TAPE	96610080	AV - ADULT	11.4213	\$44.98
MIDWEST TAPE	96610080	PROCESSING	11.4416	\$1.70
NICOR GAS	79848900001 1118	NATURAL GAS	11.4631	\$444.24
PADDOCK PUBLICATIONS, INC.	166980 110218-103119	PERIODICALS - ADULT	11.4214	\$430.00
PETTY CASH	11202018	SEE ATTACHED	00.0000	\$158.45
PRECISE PRINTING NETWORK INC.	0041602	PUBLIC COMMUNICATION	11.4551	\$4,810.00
RECORDED BOOKS	76031029	DIGITAL CONTENT - ADULT	11.4216	\$73.60
			TOTAL	\$17,453.94

TOTAL TO BE ADDED TO THE BILLS PRESENTED ON NOVEMBER 20, 2018 - \$17,453.94

Motion: Booth 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, Delano seconded.

Discussion: None

Vote: All in favor

Motion passed

8. Bills and Salaries

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

Discussion: None

Vote: Ayes: Booth, Carmichael, Delano, Martens, and O'Connor – 5

Nays: 0

Absent: Parikh and Fichtel

Motion passed

9. Unfinished Business: None

10. New Business

a. Board to discuss the FY19 Per Capita Grant requirements

Discussion: Coen reviewed the requirements that were initially shared with the Board in August. Trustees are expected to review chapters 6-10 of the "Trustee Facts File Third Edition", familiarize themselves with services provided by the Illinois Veterans' History Project, and complete at least one online education opportunity focusing on meeting the needs of patrons with challenges or disabilities. Carmichael commented that the training she watched recommended libraries offer special programs to adult with special needs. She was happy we offer that. Martens commented that we have met the standards included in the chapter on facility issues. Delano commented that it is helpful to review the information in the packet and how libraries deal with specific issues. Coen explained that the grant money, if received, will be spent on construction projects.

b. Board to review the Makery space rendering

Coen explained that the rendering was designed by Kerry Barnett who also provided the size and storage specifications. Staff met with the furniture rep - the final cost will be slightly less than budgeted. Coen invited feedback from the Board before the furniture was ordered. The Board approved of the design and project.

c. Board to consider a motion to approve the Schedule of Fines and Fees for 2019

Motion: O'Connor moved to approve Booth seconded.

Discussion: Finance Committee Chair O'Connor explained that the committee recommends the board approve the schedule as presented.

Vote: Ayes: Booth, Carmichael, Delano, Martens, and O'Connor - 5

Nays: 0

Absent: Parikh and Fichtel

Motion passed

11. Executive Session: None

12. Adjournment

Motion: Carmichael moved to adjourn at 7:24pm, O'Connor seconded.

All in favor

Motion passed

Respectfully submitted,

Annie Delano
Westmont Public Library Board of Trustees, Secretary