



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 DECEMBER 18, 2018

1. Call to Order

The meeting was called to order at 7 pm by Board President Jason Fichtel on Tuesday, December 18, 2018 at the Westmont Public Library.

2. Roll Call

Present: Trustee Elaine Carmichael, Secretary Annie Delano, Vice President John Martens, Treasurer Kerry O'Connor, Trustee Rajesh Parikh, and President Jason Fichtel

Absent: Trustee Heather Booth

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: November 20, 2018
- b. Communications log: December 2018
- c. Director's report: December 2018

Motion: Martens 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.

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

b. Board

O'Connor: Alex did a great job at trivia night last night. Alex also showed him how to use the library's new Makery tool, which is a nice addition to the collection.

Martens: Merry Christmas and Happy New Year to everyone.

Delano: Thanks for the invitation to walk in the Holly Days parade.

Carmichael: Merry Christmas and Happy New Year to everyone.

Parikh: Happy to be back in the country for the holidays.

Fichtel: Holiday wishes to all.

c. Director

Coen: The fence around the chiller yard has been installed. Final inspection of the overall project will be in the spring after the shrubs are planted. The interior renovation project is coming along nicely and running on schedule. The entire project should be finished mid-January.

d. Staff

None

6. Additions & Deletions

GENERAL OPERATING ACCOUNT / CLARENDON HILLS BANK				
RECIPIENT	MEMORANDUM/INVOICE	NOTE	WPL CODE	AMOUNT
AMAZON	MISCELLANEOUS INVOICES	SEE ATTACHED	00.0000	\$1,731.46
A. PANZICA ENTERPRISE, LTD.	856	GENERAL MAINTENANCE	11.4611	\$740.00
A. PANZICA ENTERPRISE, LTD.	857	GENERAL MAINTENANCE	11.4611	\$120.00
APPLE BOOKS	109861	BOOKS - YOUTH	11.4221	\$208.45
BAKER & TAYLOR	2034163892	BOOKS - ADULT	11.4211	\$534.76
BAKER & TAYLOR	2034163892	PROCESSING	11.4416	\$27.25
CARLSON, ALEX	12052018	MAKERY SUPPLIES	11.4534	\$602.60
CHICAGO PROJECT MANAGEMENT	12012018	TUCKPOINTING & BRICK REPAIRS	70.4814	\$1,552.86
FIRST BANKCARD (WINTRUST)	DECEMBER 2018	SEE ATTACHED	00.0000	\$1,045.89
GALE/CENGAGE LEARNING	65671421	BOOKS - ADULT	11.4211	\$99.41
GALE/CENGAGE LEARNING	65682381	BOOKS - ADULT	11.4211	\$227.06
GALE/CENGAGE LEARNING	65690235	BOOKS - ADULT	11.4211	\$22.13
KINSALE CONTRACTING GROUP INC.	11570	TUCKPOINTING & BRICK REPAIRS	70.4814	\$9,340.00
KONICA MINOLTA BUSINESS SOLUTIONS	255658380	PHOTOCOPIER & PRINTING	11.4727	\$67.80
KONICA MINOLTA BUSINESS SOLUTIONS	255658381	PHOTOCOPIER & PRINTING	11.4727	\$66.83
KONICA MINOLTA BUSINESS SOLUTIONS	255658379	PHOTOCOPIER & PRINTING	11.4727	\$11.10
KONICA MINOLTA BUSINESS SOLUTIONS	255658292	PHOTOCOPIER & PRINTING	11.4727	\$68.16
KONICA MINOLTA BUSINESS SOLUTIONS	255658735	PHOTOCOPIER & PRINTING	11.4727	\$64.23
KONICA MINOLTA BUSINESS SOLUTIONS	255658389	PHOTOCOPIER & PRINTING	11.4727	\$13.18
KONICA MINOLTA BUSINESS SOLUTIONS	255658826	PHOTOCOPIER & PRINTING	11.4727	\$50.99
KONICA MINOLTA BUSINESS SOLUTIONS	255658458	PHOTOCOPIER & PRINTING	11.4727	\$64.10
KONICA MINOLTA BUSINESS SOLUTIONS	255658741	PHOTOCOPIER & PRINTING	11.4727	\$9.69
LOGSDON OFFICE SUPPLY	1044059-001	PROCESSING SUPPLIES	11.4416	\$37.00
MIDWEST TAPE	96674699	AV - YOUTH	11.4223	\$12.73
MIDWEST TAPE	96674699	PROCESSING	11.4416	\$1.70
MIDWEST TAPE	96684905	AV - ADULT	11.4213	\$39.99
MIDWEST TAPE	96693062	AV - ADULT	11.4213	\$26.24
MIDWEST TAPE	96693062	PROCESSING	11.4416	\$2.80
MIDWEST TAPE	96698165	AV - YOUTH	11.4223	\$38.97
MIDWEST TAPE	96698165	PROCESSING	11.4416	\$2.55
MIDWEST TAPE	96698167	AV - ADULT	11.4213	\$76.46
MIDWEST TAPE	96698167	PROCESSING	11.4416	\$2.55
MIDWEST TAPE	96698168	AV - ADULT	11.4213	\$22.49
MIDWEST TAPE	96698168	PROCESSING	11.4416	\$0.85
MIDWEST TAPE	96698755	AV - YOUTH	11.4223	\$29.98
MIDWEST TAPE	96698755	PROCESSING	11.4416	\$1.70
MIDWEST TAPE	96698756	AV - ADULT	11.4213	\$33.73
MIDWEST TAPE	96698756	PROCESSING	11.4416	\$1.70
MIDWEST TAPE	96698757	AV - ADULT	11.4213	\$34.17

MIDWEST TAPE	96698757	PROCESSING	11.4416	\$2.55
MIDWEST TAPE	96699714	AV - ADULT	11.4213	\$150.68
MIDWEST TAPE	96699714	PROCESSING	11.4416	\$5.10
MIDWEST TAPE	96699715	AV - ADULT	11.4213	\$158.93
MIDWEST TAPE	96699715	PROCESSING	11.4416	\$5.95
MIDWEST TAPE	96699716	AV - YOUTH	11.4223	\$57.71
MIDWEST TAPE	96699716	PROCESSING	11.4416	\$3.40
MIDWEST TAPE	96699717	AV - ADULT	11.4213	\$12.59
MIDWEST TAPE	96699717	PROCESSING	11.4416	\$0.85
MIDWEST TAPE	96699719	AV - ADULT	11.4213	\$146.93
MIDWEST TAPE	96699719	PROCESSING	11.4416	\$5.95
MIDWEST TAPE	96699860	AV - ADULT	11.4213	\$108.70
MIDWEST TAPE	96699860	PROCESSING	11.4416	\$4.25
MIDWEST TAPE	96700448	AV - ADULT	11.4213	\$29.24
MIDWEST TAPE	96700448	PROCESSING	11.4416	\$2.80
MIDWEST TAPE	96700449	AV - ADULT	11.4213	\$26.24
MIDWEST TAPE	96700449	PROCESSING	11.4416	\$2.80
NICOR GAS	79848900001 1218	NATURAL GAS	11.4631	\$873.24
PETTY CASH	12182018	SEE ATTACHED	00.0000	\$298.10
PITNEY BOWES PURCHASE POWER	9932-1218	POSTAGE	11.4451	\$150.00
RRR REMODELING INC.	18036	1ST FLOOR REDESIGN	70.4862	\$9,589.95
RECORDED BOOKS, INC.	76043160	DIGITAL CONTENT - ADULT	11.4217	\$1,000.00
RECORDED BOOKS, INC.	76045744	AV - ADULT	11.4213	\$25.87
ROSEN PUBLISHING	RSL134194I	BOOKS - YOUTH	11.4221	\$157.60
SANCHEZ, MARIA ANGELICA	01212019	PROGRAMMING - YOUTH	11.4502	\$35.00
SERVICE PLUS, INC.	16790	1ST FLOOR REDESIGN	70.4862	\$11,688.30
UNIQUE MANAGEMENT SERVICES	480435	COLLECTION SERVICES	11.4818	\$53.70
WALKER DISPLAY, INC.	19009	GENERAL MAINTENANCE	11.4611	\$75.00
			TOTAL	<u>\$41,704.99</u>
TOTAL TO BE ADDED TO THE BILLS PRESENTED ON DECEMBER 18, 2018 - \$41,704.99				

Motion: Carmichael 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: Martens asked if we have received all of our property tax revenue since it is slightly less than anticipated. Coen commented that she would check to see if any was received since the end of November. Parker commented that most had been received but we may receive a small portion December.

Vote: All in favor

Motion passed

8. Bills and Salaries

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

Discussion: None

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

Nays: 0

Absent: Booth

Motion passed

9. Unfinished Business: None

10. New Business

a. Board to consider a motion to approve the FY18 audit and management letter

Motion: Martens moved to approve the FY18 audit and management letter, O'Connor seconded.

Discussion: Coen welcomed Martha Trotter from Sikich who presented a summary of the auditor's draft report and management letter. Trotter explained that balances in the financial report will not change but that they were awaiting information from the Village before the library's report would be final. She also explained that the opinion of Sikich was that the management of financial activities at the library was handled very well.

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

Absent: Booth

Nays: 0

Motion passed

b. Board to discuss the Library Director's annual review process for February 2019

Fichtel invited the Board to discuss the process. Delano agreed to coordinate submissions. Martens asked Coen to provide director's salary comparison details. The Board asked Coen to produce a summary of her goals this past year. The Board will continue the discussion of the process at the January board meeting.

11. Executive Session:

12. Adjournment

Motion: Delano moved to adjourn at 7:31pm, Carmichael seconded.

All in favor

Motion passed

Respectfully submitted,

Annie Delano

Westmont Public Library Board of Trustees, Secretary