



WESTMONT PUBLIC LIBRARY

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Providing the community with the keys to lifelong learning.

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES DECEMBER 17, 2019

1) Call to Order

The meeting was called to order at 7:00 p.m. by Board President Jason Fichtel on Tuesday, December 17, 2019 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, Assistant Director Brittany Smith, and Administrative Assistant Julie Olsen

3) Pledge of Allegiance

4) Approval of Consent Agenda

- a. Minutes of the regular board meeting: November 19, 2019
- b. Minutes of the policy committee meeting: November 19, 2019
- c. Communications log: December 2019
- d. Director's report: December 2019

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, Finance Director, Village of Westmont shared that a resident mentioned to him that she had recently been to the library and loved all the changes.

b. Board:

O'Conner noted that he was impressed that the Manager of Adult Services, Alex Carlson, has taken initiative to organize the South and Western Business Librarians group and is looking forward to hearing more to hear about it in the future. Martens and Carmichael wished everyone Happy Holidays. Parikh was pleased that the library collaborated with Rotary on the 2020 Westmont Community Calendar.

c. Director:

Coen reported that in the next few weeks the final furniture delivery will arrive. It includes shelving and a four sided display for the lobby to highlight featured items and library and community events.

d. Staff:

Smith announced that we have hired a new shelver, Peter Koutoupis. Coen formally introduced Kristi Miller, Manager of Youth & Teen Services to the board. Kristi thanked the Board for making her feel welcome and shared the thank you notes that the Kindergarteners from Miller School sent to her staff for assisting them with a school research project.

6) Additions and Deletions

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

Discussion: None

Vote: All in favor

Motion passed

7) Treasurers Report

Motion: O'Connor moved to file the Treasurer's Report for audit, Parikh seconded.

Discussion: None

Vote: All in favor

Motion passed

8) Bills and Salaries

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

Discussion: None

Vote:

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

Nays: 0

Absent: Booth

Motion passed

9) Unfinished Business:

a. Board to consider a motion to approve the Drug Free Workplace Policy in the Personnel Handbook

Motion: Delano moved to approve, Carmichael seconded

Discussion: Coen reported that the policy was reviewed at the November 2019 Policy Committee Meeting. There has been one additional change to clarify that we do not want staff to share any medical conditions with the library management. If staff are asking for accommodations they may be required to provide additional documentation as permitted by law.

Vote

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

Nays: 0

Absent: Booth

Motion passed

10) New Business:

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

Motion: Martins moved to approve, Parikh seconded

Discussion: Coen stated that we review the schedule annually. The Trustees discussed fees for computer guest passes, processing fees for lost items, and the cost for replacement library cards. Carmichael inquired if guest passes are usually issued for residents or non-residents. Coen stated that it is usually non-Westmont residents who purchase guest passes since staff will create a library card for residents to use to access the computers. Carmichael stated she is concerned about this issue. Coen understood that concern but also wants to ensure equitable access to information, especially information that is now only available online. Parikh asked if other libraries do not charge processing for fees for lost items. Smith and Coen explained that it depends on the library. Delano commented that the replacement library card fee and processing fee are only assessed when a patron has lost an item. Eliminated the computer guest pass would be in line with service model for other services.

Amended Motion: Martens moved to approve the Schedule of Fines of Fees with the elimination of the one day internet guest pass, Delano seconded

Vote

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

Nays: 0

Absent: Booth

Motion passed

b. Board to consider a motion to approve Victims' Economic Security and Safety Act (VESSA) Leave Policy in the Personnel Handbook

Motion: Delano moved to approve, Parikh seconded

Discussion: Coen stated the policy was reviewed at the Policy Committee meeting and is being updated due to changes in the law that will take effect January 1, 2020.

Vote

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

Nays: 0

Absent: Booth

Motion passed

c. Board to consider a motion to approve the Sexual and Workplace Harassment Resolution

Motion: Delano moved to approve, Martens seconded

Discussion: Coen stated the policy was reviewed at the Policy Committee meeting and Coen is being updated due to changes in the law that will take effect January 1, 2020. By law, the Board must approve the updated policy by resolution.

Vote

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

Nays: 0

Absent: Booth

Motion passed

d. Board to discuss the process for the Director's annual review

Discussion: Coen shared that the procedure in past years has included staff upward evaluation of her performance, self-evaluation of accomplishments and attainment of the prior year's goals as well as setting of goals for the upcoming year. Delano volunteered to take the lead on the process on behalf of the Board.

11) Adjournment:

Motion: Parikh moved to adjourn at 7:35 p.m., Carmichael seconded.

All in favor

Motion passed

Respectfully submitted,

Annie Delano

Westmont Public Library Board of Trustees, Secretary