



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

JANUARY 15, 2019

1. Call to Order

The meeting was called to order at 7:01pm by Board President Jason Fichtel on Tuesday, January 15, 2019 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, and Administrative Assistant Theresa Barry

3. Pledge of Allegiance

4. Approval of Consent Agenda

a. Minutes of the regular board meeting: December 18, 2018

b. Communications log: January 2019

c. Director's report: January 2019

Motion: Martens moved to approve the consent agenda, Delano seconded.

Discussion: Correction to Makery item O'Connor checked out last month.

Vote: All in favor

Motion passed

5. Open Forum

a. Public

Ruth Olsson, Village of Westmont Assistant Finance Director, present to answer questions.

Jon Yeater, Village Forester, Village of Westmont, here to present on Richmond Gardens and Apiary.

b. Board

Booth: Very pleased with the work Alea did on researching computer use policies. Appreciates the paneling that was installed at the top of the staircase.

Carmichael: Received excellent advice from staff in youth services. Her grandchildren enjoyed the books.

Fichtel: Welcomed Brittany back to work.

c. Director

Coen: The 2019 Trustee Workshop will be held on March 16 and the Legislative Luncheon will be held on March 1.

Information will be sent to the Board. The DuPage County Statements of Economic Interest will be sent to Trustees in March. The computer lab will be closed January 21-25 when carpet and new furniture will be installed. We received a re-consideration of library materials request that was subsequently denied. The patron has been informed of the decision in writing and knows she can appeal my decision to the Library Board.

d. Staff

Smith: Thanked the Board for the lovely gift and card for her son Wyatt. She thanks the Board and staff for their support while she was gone. There have been some recent glitches with Workflows as SWAN upgraded the server this past week.

6. Additions & Deletions

GENERAL OPERATING ACCOUNT / CLARENDON HILLS BANK				
RECIPIENT	INVOICE	NOTE	WPL CODE	AMOUNT
AMAZON	MISCELLANEOUS	SEE ATTACHED	00.0000	\$1,047.57
ANIXTER, INC	227247517	1ST FLOOR REMODEL	70.4862	\$1,762.48
ANIXTER, INC	227247778	1ST FLOOR REMODEL	70.4862	\$56.05
BAKER & TAYLOR	0003137516 - CREDIT	BOOKS - YOUTH	11.4221	-\$11.53
BAKER & TAYLOR	2034238943	BOOKS - ADULT	11.4211	\$495.25
BAKER & TAYLOR	2034238943	PROCESSING	11.4416	\$30.05
BAKER & TAYLOR	2034252417	BOOKS - ADULT	11.4211	\$609.24
BAKER & TAYLOR	2034252417	PROCESSING	11.4416	\$36.85
BRODART	B5507262	BOOKS - ADULT	11.4211	\$32.99
BRODART	B5510402	BOOKS - ADULT	11.4211	\$21.94
BUDGET LIBRARY SUPPLIES	17440	PATRON SERVICES	11.4425	\$171.00
CENTER POINT LARGE PRINT	1651924	BOOKS - ADULT	11.4211	\$44.34
CHICAGO PROJECT MANAGEMENT	01012019	TUCKPOINTING	70.4814	\$450.00
DUPAGE COUNTY COLLECTOR	01072019	MISCELLANEOUS EXPENSE	11.4900	\$24.75
FIRST BANKCARD (WINTRUST)	JANUARY 2019	SEE ATTACHED	00.0000	\$1,129.84
FRENCH BOOKS ONLINE	11202018EM	BOOKS - YOUTH	11.4221	\$199.63
GALE/CENGAGE LEARNING	65836883	BOOKS - ADULT	11.4211	\$27.05
GALE/CENGAGE LEARNING	65838828	BOOKS - ADULT	11.4211	\$75.37
LIMRICC UCGA	12312018	UNEMPLOYMENT INSURANCE	11.4058	\$161.27
LOGSDON OFFICE SUPPLY	1046362-001	OFFICE SUPPLIES	11.4411	\$25.07
LOGSDON OFFICE SUPPLY	1046362-001	CUSTODIAL SUPPLIES	11.4415	\$60.88
MARTIN ENTERPRISES	26128744	1ST FLOOR REMODEL	70.4862	\$8,450.00
MIDWEST TAPE	96796864	AV - ADULT	11.4213	\$22.49
MIDWEST TAPE	96796864	PROCESSING	11.4416	\$0.85
MIDWEST TAPE	96796866	AV - ADULT	11.4213	\$44.98
MIDWEST TAPE	96796866	PROCESSING	11.4416	\$1.70
MIDWEST TAPE	96803378	AV - YOUTH	11.4223	\$18.74
MIDWEST TAPE	96803378	PROCESSING	11.4416	\$0.85
MIDWEST TAPE	96803379	AV - ADULT	11.4213	\$18.74
MIDWEST TAPE	96803379	PROCESSING	11.4416	\$0.85
MIDWEST TAPE	96807444	AV - ADULT	11.4213	\$29.99
MIDWEST TAPE	96807444	PROCESSING	11.4416	\$2.80
MIDWEST TAPE	96811815	AV - ADULT	11.4213	\$39.72
MIDWEST TAPE	96811815	PROCESSING	11.4416	\$2.55
MIDWEST TAPE	96811816	AV - ADULT	11.4213	\$14.99
MIDWEST TAPE	96811816	PROCESSING	11.4416	\$0.85
MIDWEST TAPE	96811817	AV - ADULT	11.4213	\$22.49
MIDWEST TAPE	96811817	PROCESSING	11.4416	\$0.85
MIDWEST TAPE	96811818	AV - YOUTH	11.4223	\$33.72
MIDWEST TAPE	96811818	PROCESSING	11.4416	\$2.55
MIDWEST TAPE	96811819	AV - ADULT	11.4213	\$29.99
MIDWEST TAPE	96811819	PROCESSING	11.4416	\$0.85
MIDWEST TAPE	96812490	AV - ADULT	11.4213	\$18.39
MIDWEST TAPE	96812490	PROCESSING	11.4416	\$0.85
MIDWEST TAPE	96812492	AV - ADULT	11.4213	\$18.74
MIDWEST TAPE	96812492	PROCESSING	11.4416	\$0.85
MIDWEST TAPE	96828703	AV - ADULT	11.4213	\$12.59
MIDWEST TAPE	96828703	PROCESSING	11.4416	\$0.85
MIDWEST TAPE	96828704	AV - YOUTH	11.4223	\$23.38
MIDWEST TAPE	96828704	PROCESSING	11.4416	\$1.70
MIDWEST TAPE	96828706	AV - ADULT	11.4213	\$37.48
MIDWEST TAPE	96828706	PROCESSING	11.4416	\$0.85
MIDWEST TAPE	96828974	AV - ADULT	11.4213	\$60.72
MIDWEST TAPE	96828974	PROCESSING	11.4416	\$2.55
MIDWEST TAPE	96828975	AV - ADULT	11.4213	\$14.99
MIDWEST TAPE	96828975	PROCESSING	11.4416	\$0.85
MIDWEST TAPE	96828976	AV - ADULT	11.4213	\$151.44
MIDWEST TAPE	96828976	PROCESSING	11.4416	\$4.25
MIDWEST TAPE	96828977	AV - ADULT	11.4213	\$184.42
MIDWEST TAPE	96828977	PROCESSING	11.4416	\$5.95
MIDWEST TAPE	96828978	AV - ADULT	11.4213	\$22.33
MIDWEST TAPE	96828978	PROCESSING	11.4416	\$1.70
MIDWEST TAPE	96812115	AV - ADULT	11.4213	\$21.74

MIDWEST TAPE	96812115	PROCESSING	11.4416	\$0.85
MIDWEST TAPE	96812117	AV - YOUTH	11.4223	\$9.74
MIDWEST TAPE	96812117	PROCESSING	11.4416	\$0.85
MIDWEST TAPE	96812118	AV - YOUTH	11.4223	\$22.48
MIDWEST TAPE	96812118	PROCESSING	11.4416	\$1.70
NORCOMM PUBLIC SAFETY COMMUNICATIONS INC.	273-122569	FIRE ALARM SYSTEM	11.4624	\$60.00
PACIFIC CONSTRUCTION SERVICES, INC.	CM101A-04	1ST FLOOR REMODEL	70.4862	\$9,000.00
PENGUIN RANDOM HOUSE LLC	1085759674	AV - ADULT	11.4213	\$324.00
PETTY CASH	01152019	SEE ATTACHED	00.0000	\$110.83
PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	3102831401	POSTAGE	11.4451	\$180.06
RRR REMODELING INC.	19002	1ST FLOOR REMODEL	70.4862	\$12,089.70
RECORDED BOOKS, INC	76042243	AV - ADULT	11.4213	\$6.95
SEARCH INC.	1452	CONFERENCES & TRAINING	11.4131	\$850.00
SIKICH LLP	366321	AUDITING SVCS	11.4814	\$500.00
SWAN	6553	SWAN MAINTENANCE	11.4652	\$6,771.00
UNIQUE MANAGEMENT SERVICES, INC.	493217	COLLECTION AGENCY	11.4818	\$35.80
VILLAGE OF WESTMONT	715313	ACCOUNTING SERVICES	11.4814	\$1,784.92
VILLAGE OF WESTMONT	715313	AUTOMATION CONSULTING	11.4656	\$10,455.66
VILLANUEVA, MALGORZATA	02182019	PROGRAMMING - ADULT	11.4501	\$350.00
WESTMONT CHAMBER OF COMMERCE	3034	MARKETING & ADVERTISING	11.4555	\$61.50
WORLD BOOK, INC.	0001588381	BOOKS - YOUTH	11.4221	\$321.30
		TOTAL		<u>\$58,714.60</u>

Motion: Martens 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: Coen explained that about \$14,000 of property tax revenue was received in December. We have received slightly less than anticipated in property tax revenue but that will be offset by the interest revenue that is more than anticipated.

Vote: All in favor

Motion passed

8. Bills and Salaries

Motion: Booth 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

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

The Trustees discussed the timeline for staff evaluations of the Director. The intent is to get the information to the Board a week before the meeting in February.

10. New Business

a. Informational presentation on Richmond Gardens and Apiary

Jon Yeater detailed the benefits of the apiary and educational center. They continue to seek funding. Booth asked if there were any opportunities for the library's seed garden to become involved. Yeater commented that's possible in the future. O'Connor asked about the air quality close to the tracks. Yeater said they will monitor that.

b. Approval of the Borrower Registration Policy

Motion: O'Connor moved to approve, Martens seconded.

Discussion: Booth explained that there were some minor changes including changes to the section regarding business library cards in accordance with new Illinois State laws.

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

Nays: 0

Absent: Parikh

Motion passed

c. Approval of the Volunteer and Community Service Policy

Motion: Martens moved to approve, Carmichael seconded.

Discussion: Booth reported that there are no suggested changes and recommends the policy as presented.

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

Nays: 0

Absent: Parikh

Motion passed

d. Approval of the Public Use of the Internet Policy

Motion: Martens moved to approve, Carmichael seconded.

Discussion: Booth reported that the committee recommends we lower the age for internet access for children. Anyone in or below 5th grade will still need parental approval. The committee also agreed to change the word "teen" to "minor."

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

Nays: 0

Absent: Parikh

Motion passed

e. Review of the Ethics Act Resolution

Discussion: The Board reviewed the resolution.

11. Executive Session

Martens moved to go into executive session at 7:36pm, as according to 5 ILCS 120/2 each public body shall periodically, but no less than semi-annually, meet to review minutes of all closed meetings. At such meetings a determination shall be made, and reported in an open session that (1) the need for confidentiality still exists as to all or part of those minutes or (2) that the minutes or portions thereof no longer require confidential treatment and are available for public inspection. Booth seconded.

Roll call vote:

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

Nays: 0

Absent: Parikh

Motion passed

12. Resume Open Session

Regular Meeting of the Board was called back into order at 7:55pm by Board President Jason Fichtel.

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: Parikh

13. New Business (Continued)

Discussion: Fichtel stated that the Board has determined to release executive session minutes from November 17, 2015, November 15, 2016 and January 17, 2017.

14. Adjournment

Motion: Booth moved to adjourn at 7:56 pm, Martens seconded.

All in favor

Motion passed

Respectfully submitted,

Annie Delano

Westmont Public Library Board of Trustees, Secretary