



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 FEBRUARY 19, 2019

1. Call to Order

The meeting was called to order at 7:01pm by Board President Jason Fichtel on Tuesday, February 19, 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, Trustee Rajesh Parikh, and President Jason Fichtel

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: January 15, 2019

b. Communications log: February 2019

c. Director's report: February 2019

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

Discussion: Parikh reported that the first roll call in the minutes from January 15 need to be corrected to reflect that he was not in attendance. Coen to make the necessary correction. Booth complimented Coen on her effective communication about the recent library closing due to extremely cold temperatures and thought that it was a good decision with regard to the safety of staff and patrons.

Vote: All in favor

Motion passed

5. Open Forum

a. Public

John Kubesh: Patron stated that he was not happy about how he was treated in the youth service department during a recent visit to the library when staff inquired if he was in the youth department with children. He understood this was policy but felt singled out and embarrassed. He felt he did not receive enough apologies. Booth offered an apology for his experience and thanked him for bringing it to the Board.

b. Board

O'Connor: Has been enjoying the "meet the staff" posts on social media and compliments Aaron on all his Facebook posts.

Martens: Looking forward to the possibility of digitizing historical Westmont Progress newspapers.

Delano: Shared compliments with staff on the recent Harry Potter events. She complimented Adrian and the programs she provides.

Carmichael: Has also been enjoying the "meet the staff" posts and all the ways Aaron is promoting the library.

Parikh: Has also been enjoying the "meet the staff" posts. He has received positive feedback about the latest renovation from friends who have visited the library.

Fichtel: Explained that Mr. Kubesh received apologies during his interactions with Coen and emails with Fichtel.

c. Director

Coen: Provided details on the minimum wage law that was passed by the State Legislature. She will be working on updated salary scales and present more details to the Board as to how that will affect our salaries. There has been a change to the Prevailing Wage Act stating that the Board no longer has to approve the prevailing wage resolution every June. We still have to comply with prevailing wage. Coen invited trustees to let her know if they wanted to register for the 2019 ILA Trustee Workshop on March 16. Coen shared that the most recent renovation project was completed \$5,000 under budget.

d. Staff

Smith: Receiving lots of positive feedback about Westmont Reads. Trustees will receive new business cards soon as a result of our transition to our new VOIP telephone system.

6. Additions & Deletions

GENERAL OPERATING ACCOUNT / CLARENDON HILLS BANK A/C #8590				
RECIPIENT	INVOICE	NOTE	WPL CODE	AMOUNT
AMAZON	MISCELLANEOUS	SEE ATTACHED	00.0000	\$1,691.90
A. PANZICA ENTERPRISES	878	GENERAL MAINTENANCE	11.4611	\$905.00
BIBLIOTHECA	S10048675-US	DIGITAL CONTENT - ADULT	11.4216	\$213.23
BIBLIOTHECA	S10048676-US	DIGITAL CONTENT - ADULT	11.4216	\$302.33
BIBLIOTHECA	S10048677-US	DIGITAL CONTENT - ADULT	11.4216	\$207.33
BIBLIOTHECA	S10048678-US	DIGITAL CONTENT - ADULT	11.4216	\$1,495.82
BRODART	B5539024	BOOKS - ADULT	11.4211	\$13.57
FIRST BANKCARD (WINTRUST)	FEBRUARY 2019	SEE ATTACHED	00.0000	\$1,903.03
ILLINOIS LIBRARY ASSOCIATION	159677	CONFERENCES & TRAINING	11.4131	\$90.00
ILLINOIS LIBRARY ASSOCIATION	150922	PROFESSIONAL MEMBERSHIP	11.4132	\$200.00
INFOUSA MARKETING, INC.	10003468879	ELECTRONIC RESOURCE - ADULT	11.4217	\$4,467.00
MAGIC PURE LLC	2448	GENERAL MAINTENANCE	11.4611	\$480.00
MIDWEST TAPE	96975174	AV - ADULT	11.4213	\$56.23
MIDWEST TAPE	96975174	PROCESSING	11.4416	\$5.60
MIDWEST TAPE	96980672	AV - ADULT	11.4213	\$34.99
MIDWEST TAPE	96980673	AV - ADULT	11.4213	\$34.99
MIDWEST TAPE	96980674	AV - ADULT	11.4213	\$32.99
PENGUIN RANDOM HOUSE LLC	1086677596	AV - ADULT	11.4213	\$33.75
PETTY CASH	02192019	SEE ATTACHED	00.0000	\$320.80
PRODUCT ARCHITECTURE + DESIGN	1650.0054	1ST FLOOR REMODEL	70.4862	\$2,061.00
RRR REMODELING INC.	19004	1ST FLOOR REMODEL	70.4862	\$8,665.35
RAILS	5606	ELECTRONIC RESOURCE - ADULT	11.4217	\$2,649.00
RAILS	5606	DIGITAL CONTENT - ADULT	11.4216	\$1,900.00
RECORDED BOOKS, INC.	76178614	DIGITAL CONTENT - ADULT	11.4216	\$3,454.62
RECORDED BOOKS, INC.	76178615	ELECTRONIC RESOURCE - ADULT	11.4217	\$1,000.00
SERVICE PLUS ELECTRIC INC.	16843	1ST FLOOR REMODEL	70.4862	\$8,291.70
UNITED STATES ALLIANCE FIRE PROTECTION, INC.	1046-P006455	1ST FLOOR REMODEL	70.4862	\$1,710.00
WEST CENTRAL MUNICIPAL CONFERENCE	0009271-IN	CONFERENCES & TRAINING	11.4131	\$581.13
			TOTAL	\$42,801.36
TOTAL TO BE ADDED TO THE BILLS PRESENTED ON FEBRUARY 19, 2019 = \$42,801.36				

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, Martens seconded.

Discussion: Coen explained that Brittany was analyzing the expenditures for all budget lines and working closely with various staff to make sure we are staying on track.

Vote: All in favor

Motion passed

8. Bills and Salaries

Motion: Martens moved to approve the Bills and Salaries Report, Parikh 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 release of executive session minutes from January 17, 2017, November 15, 2016 and November 17, 2015

Motion: Martens moved to approve the release of executive session minutes, Booth seconded.

Discussion: Coen explained that these were minutes that were reviewed in executive session last month as part of the required bi-yearly review. The Board agreed to release these minutes.

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

Nays: 0

Motion passed

b. Board to consider a motion to approve the destruction of executive session recordings from February 21, 2017, May 23, 2017 and July 18, 2017

Motion: Delano moved to approve, Martens seconded.

Discussion: None

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

Nays: 0

Motion passed

11. Executive Session

a. Library Director's annual review

Martens moved to go into executive session at 7:24pm, in accordance with 5 ILCS 120/2C to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. However, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with this Act, Delano seconded.

Discussion: None

Roll call vote:

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

Nays: 0

Motion passed

12. Resume Open Session

Regular Meeting of the Board was called back into order at 8:32pm 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, Trustee Rajesh Parikh, and President Jason Fichtel

Staff present: Director Julia Coen, Assistant Director Brittany Smith, and Administrative Assistant Theresa Barry

13. New Business (Continued)

Discussion: Fichtel reported the Board would like to announce how pleased they are with Coen's performance and will vote in March to approve a 5% salary increase.

14. Adjournment

Motion: Carmichael moved to adjourn at 8:34pm, Booth seconded.

All in favor

Motion passed

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