



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 MARCH 26, 2019

1. Call to Order

The meeting was called to order at 7:00pm by Board President Jason Fichtel on Tuesday, March 26, 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 Theresa Barry

3. Pledge of Allegiance

4. Approval of Consent Agenda

- a. Minutes of the regular board meeting: February 19, 2019
- b. Minutes of the finance committee meeting: February 19, 2019
- c. Communications log: March 2019
- d. Director's report: March 2019

Motion: Delano moved to approve the consent agenda, Martens 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. Due to other obligations he will not be in attendance over the next several months. Assistant Finance Director Ruth Olsson will attend the library Board meetings.

b. Board

O'Connor: Adult services staff helped him locate an article and choose a book for his son's school project. He appreciates the help.

Martens: Was happy to receive the Friends of the Library annual report. It is nice to see all they do to support the library.

Delano: Continues to enjoy all of the fun programs in youth services. The staff really do a fabulous job choosing and creating interesting programs.

Carmichael: Enjoyed attending the ILA Trustee workshop and thought the mock Board meeting was informative.

Parikh: The Friends of the Library have an upcoming fundraiser event on April 9 at Woodgrain Pizzeria between 11am-9pm. Mention the FOL and 20% of your purchase will be donated back to the Friends. He also enjoyed the Trustee workshop.

c. Director

Coen: The voting for the election on April 2 will be held in the first floor community room. The Chamber community awards dinner will be held on April 29 if anyone is interested in attending. Brittany and Julia will be there to represent the library. The carpet in the computer lab area was replaced in the layout originally approved. Both patrons involved in recent incidents that you were emailed about have apologized to staff.

d. Staff: None

6. Additions & Deletions

GENERAL OPERATING ACCOUNT / CLARENDON HILLS BANK A/C #8590				
RECIPIENT	INVOICE	NOTE	WPL CODE	AMOUNT
AMAZON	MISCELLANEOUS	SEE ATTACHED	00.0000	\$3,745.84
A. PANZICA ENTERPRISES	896	GENERAL MAINTENANCE	11.4611	\$285.00
BAKER & TAYLOR	2034386456	BOOKS - ADULT	11.4211	\$320.08
BAKER & TAYLOR	2034386456	PROCESSING	11.4416	\$21.45
BAKER & TAYLOR	2034389978	BOOKS - ADULT	11.4211	\$277.12
BAKER & TAYLOR	2034389978	PROCESSING	11.4416	\$12.55
BAKER & TAYLOR	2034370913	BOOKS - YOUTH	11.4221	\$320.98
BAKER & TAYLOR	2034370913	PROCESSING	11.4416	\$19.40
BAKER & TAYLOR	2034379967	BOOKS - YOUTH	11.4221	\$102.01
BAKER & TAYLOR	2034379967	PROCESSING	11.4416	\$7.35
BAKER & TAYLOR	2034388606	BOOKS - YOUTH	11.4221	\$196.16
BAKER & TAYLOR	2034388606	PROCESSING	11.4416	\$13.05
BAKER & TAYLOR	2034390412	BOOKS - YOUTH	11.4221	\$322.06
BAKER & TAYLOR	2034390412	PROCESSING	11.4416	\$16.00
BAKER & TAYLOR	2034392845	BOOKS - YOUTH	11.4221	\$432.52
BAKER & TAYLOR	2034392845	PROCESSING	11.4416	\$26.25
BRODART CO.	B5571574	BOOKS - ADULT	11.4211	\$33.80
FIRST BANKCARD (WINTRUST)	MARCH 2019	SEE ATTACHED	00.0000	\$1,761.32
HAWKINS, AARON	03162019	MARKETING & ADVERTISING	11.4555	\$35.00
HAWKINS, AARON	03062019	PATRON SERVICES	11.4425	\$25.49
ILLINOIS LIBRARY ASSOCIATION	161070	CONFERENCES & TRAINING	11.4131	\$100.00
INFORMATION TODAY, INC.	3884604-R1	PERIODICALS - 11.4214	11.1400	\$114.95
KONICA MINOLTA PREMIER FINANCE	378942544	PHOTOCOPIER & PRINTING	11.4727	\$297.00
LAMANTIA ENTERPRISES, INC.	126036	GROUNDS MAINTENANCE	11.4615	\$372.00
MIDWEST TAPE	97135656	AV - YOUTH	11.4223	\$125.97
MIDWEST TAPE	97135658	AV - ADULT	11.4213	\$49.99
MIDWEST TAPE	97110274	AV - ADULT	11.4213	\$22.49
MIDWEST TAPE	97110274	PROCESSING	11.4416	\$0.85
MIDWEST TAPE	97110275	AV - ADULT	11.4213	\$18.74
MIDWEST TAPE	97110275	PROCESSING	11.4416	\$0.85
MIDWEST TAPE	97110276	AV - ADULT	11.4213	\$137.94
MIDWEST TAPE	97110276	PROCESSING	11.4416	\$5.10
MIDWEST TAPE	97110277	AV - ADULT	11.4213	\$72.98
MIDWEST TAPE	97110277	PROCESSING	11.4416	\$5.95
MIDWEST TAPE	97116381	PROCESSING	11.4416	-\$4.25
MIDWEST TAPE	97110278	AV - ADULT	11.4213	\$18.74
MIDWEST TAPE	97110278	PROCESSING	11.4416	\$0.85
MIDWEST TAPE	97110279	AV - ADULT	11.4213	\$67.47
MIDWEST TAPE	97110279	PROCESSING	11.4416	\$5.10
MIDWEST TAPE	97110425	AV - ADULT	11.4213	\$52.47
MIDWEST TAPE	97110425	PROCESSING	11.4416	\$2.55
MIDWEST TAPE	97110426	AV - ADULT	11.4213	\$17.24
MIDWEST TAPE	97110426	PROCESSING	11.4416	\$1.70
MIDWEST TAPE	97110427	AV - ADULT	11.4213	\$35.97
MIDWEST TAPE	97110427	PROCESSING	11.4416	\$2.55
MIDWEST TAPE	97110429	AV - ADULT	11.4213	\$14.99

MIDWEST TAPE	97110429	PROCESSING	11.4416	\$0.85
MIDWEST TAPE	97110580	AV - YOUTH	11.4223	\$10.49
MIDWEST TAPE	97110580	PROCESSING	11.4416	\$0.85
MIDWEST TAPE	97110600	AV - YOUTH	11.4223	\$136.43
MIDWEST TAPE	97110600	PROCESSING	11.4416	\$5.95
MIDWEST TAPE	97110610	AV - ADULT	11.4213	\$22.49
MIDWEST TAPE	97110610	PROCESSING	11.4416	\$0.85
MIDWEST TAPE	97110611	AV - ADULT	11.4213	\$12.59
MIDWEST TAPE	97110611	PROCESSING	11.4416	\$0.85
MIDWEST TAPE	97110612	AV - ADULT	11.4213	\$29.99
MIDWEST TAPE	97110612	PROCESSING	11.4416	\$0.85
MIDWEST TAPE	97110613	AV - ADULT	11.4213	\$11.24
MIDWEST TAPE	97110613	PROCESSING	11.4416	\$0.85
MIDWEST TAPE	97113801	AV - ADULT	11.4213	\$56.23
MIDWEST TAPE	97113802	AV - ADULT	11.4213	\$10.49
MIDWEST TAPE	97113802	PROCESSING	11.4416	\$0.85
MIDWEST TAPE	97113803	AV - ADULT	11.4213	\$12.59
MIDWEST TAPE	97113803	PROCESSING	11.4416	\$0.85
MILLER, ELIZABETH	03132019	PROGRAMMING - YOUTH	11.4502	\$29.60
MONOPRICE, INC.	18728919	TECHNOLOGY	11.4655	\$223.50
NICOR GAS	79848900001 0319	NATURAL GAS	11.4631	\$1,267.24
ONIX NETWORKING CORP.	QUOTE #12191803	TECHNOLOGY	11.4655	\$2,500.00
PEREZ, ALEA	03202019	PROGRAMMING - YOUTH	11.4502	\$24.49
PETTY CASH	03262019	SEE ATTACHED	00.0000	\$475.46
RECORDED BOOKS, INC	76190846	DIGITAL CONTENT	11.4216	\$73.60
RECORDED BOOKS, INC	76198652	DIGITAL CONTENT	11.4216	\$87.20
RECORDED BOOKS, INC	76194899	DIGITAL CONTENT	11.4216	\$52.00
U.S. TOY CO/CONSTRUCTIVE PLAYTHINGS	5165092900	PROGRAMMING - YOUTH	11.4502	\$52.85
VILLAGE OF WESTMONT	715458	WATER	11.4632	\$300.00
WESTMONT CHAMBER OF COMMERCE	3082	CONFERENCES & TRAINING	11.4131	\$130.00
WESTMONT CHAMBER OF COMMERCE	3083	MARKETING & ADVERTISING	11.4555	\$61.50
			TOTAL	\$15,106.35
TOTAL TO BE ADDED TO THE BILLS PRESENTED ON MARCH 26, 2019 = \$15,106.35				

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: Martens asked about the entity wide conversion. Parker explained that it is a form of financial reporting for government agencies. Carmichael asked about the balancing of cash amounts. Parker explained this is done to balance the funds. Parikh asked about the budget lines under youth and adult collections. Parker explained that the Board approves the overall collection budgets and staff determine the amounts under each category. Because of this, the Budget Variance report does not list the budgets for each category, only the overall Board approved budgets.

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

Nays: 0

Absent: Booth

Motion passed

9. Unfinished Business

10. New Business

a. Discussion of the FY20 draft budget

Coen presented the second draft of the budget and invited questions. She noted that we received the final levy amount from the County which has been updated on the draft budget. The final version of the budget will be presented to the Board in April. Coen highlighted the budgets that have changed since the last draft. HMO and dental expenses will increase next year by approximately 7.5% and 22% respectively but that has not yet been incorporated into the budget. Proposals for cleaning services were due today and from first glance it seems the budget included in this draft will cover cleaning, window washing, and carpet cleaning. Martens noted that revenue for non-resident cards was lower than expected and asked Coen to consider ways to promote library cards to non-residents.

b. Board to consider a motion to approve the FY20 final levy amount

Motion: Martens moved to approve the amount of \$1,934,485, Delano seconded.

Discussion: Coen presented data on previous years' levies and what the FY20 levy amount will mean to Westmont taxpayers.

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 Library Director's FY20 compensation increase of 5% for an annual salary of \$99,859.50

Motion: Martens moved to approve, Parikh seconded.

Discussion: Coen thanked the Board for their support.

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

Nays: 0

Absent: Booth

Motion passed

11. Executive Session: None

12. Adjournment

Motion: Delano moved to adjourn at 7:35pm, Carmichael seconded.

All in favor

Motion passed

Respectfully submitted,

Annie Delano

Westmont Public Library Board of Trustees, Secretary