



## WESTMONT PUBLIC LIBRARY

428 N Cass Ave, Westmont, IL 60559  
630 869 6150  
westmontlibrary.org

*Providing the community with the keys to lifelong learning.*

### MINUTES OF THE REGULAR MEETING OF THE LIBRARY BOARD

MAY 21, 2019

**1. Call to Order**

The meeting was called to order at 7:12pm by Board Vice President John Martens on Tuesday, May 21, 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 Trustee Rajesh Parikh

**Absent:** President Jason Fichtel

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

**3. Pledge of Allegiance**

**4. Notary Public Theresa to administer the oath of office to newly elected Library Trustees**

Barry administered the oath of office to Parikh and Carmichael. Fichtel will be sworn in separately.

**5. Roll call of the new Library Board**

**Present:** Booth, Carmichael, Delano, Martens, O'Connor, and Parikh

**Absent:** Fichtel

**6. Approval of Consent Agenda**

- a. Minutes of the regular board meeting: April 16, 2019
- b. Minutes of the policy committee meeting: April 16, 2019
- c. Communications log: May 2019
- d. Director's report: May 2019

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

**Discussion:** None

**Vote:** All in favor

**Absent:** Fichtel

**Motion passed**

**7. Open Forum**

**a. Public**

Assistant Finance Director Ruth Olsson, present to answer questions.

**b. Board**

Booth: Very impressed with the newsletter. Looks like there will be a lot of great programs this summer and is pleased her daughter is old enough to volunteer in the youth department.

Delano: Continues to enjoy all of the wonderful programs we offer in youth services.

Martens: Great job on the Trustee orientation packets. Thank you for providing them.

Parikh: Also appreciates the Trustee orientation packets and finds them very useful.

**c. Director**

Coen: We received over 25 applications for the Manager of Youth and Teen Services position. Brittany and I have been conducting phone interviews with candidates and will hold in-person interviews over the next several weeks. Kudos to the staff in youth service who have been able to easily maintain great service through this transition. OMA training must be completed by new Trustees within 90 days. If you need access to the portal please let me know.

**d. Staff**

Smith: The first ever Monarch Festival will be held on September 14 at Ty Warner Park where there will be three speakers, activities, and crafts. This event is in partnership with the Park District and the Environmental Improvement Committee, and our Friends of the Library will also be involved. It was suggested she look into monarch programs and projects offered by the University of Illinois.

**8. Additions & Deletions**

GENERAL OPERATING ACCOUNT / CLARENDON HILLS BANK A/C #8590				
RECIPIENT	INVOICE	NOTE	WPL CODE	AMOUNT
AMAZON	MISCELLANEOUS	SEE ATTACHED	00.0000	\$8,818.15
BAKER & TAYLOR	2034485931	BOOKS	11.4221	\$237.42
BAKER & TAYLOR	2034485931	PROCESSING	11.4416	\$3.55
BAKER & TAYLOR	2034514444	BOOKS	11.4211	\$345.72
BAKER & TAYLOR	2034514444	PROCESSING	11.4416	\$22.40
DISCOUNT SCHOOL SUPPLY	P38185960101	PROGRAMMING	11.4502	\$56.71
FIRST BANKCARD (WINTRUST)	MAY 2019	SEE ATTACHED	00.0000	\$4,197.00
LACONI	05162019	CONFERENCES & TRAINING	11.4131	\$30.00
LIBRARY FURNITURE INTERNATIONAL	6424	FACILITY IMPROVEMENTS	11.4618	\$4,679.00
LOGSDON OFFICE SUPPLY	1056447-001	CUSTODIAL	11.4415	\$36.99
MIDWEST TAPE	97360330	AV-ADULT	11.4213	\$39.99
MIDWEST TAPE	97363327	AV-ADULT	11.4213	\$29.99
MIDWEST TAPE	97363327	PROCESSING	11.4416	\$2.80
MIDWEST TAPE	97366517	AV-ADULT	11.4213	\$26.24
MIDWEST TAPE	97366517	PROCESSING	11.4416	\$2.80
MIDWEST TAPE	97369032	AV-ADULT	11.4213	\$209.91
MIDWEST TAPE	97369032	PROCESSING	11.4416	\$6.80
MIDWEST TAPE	97369034	AV-ADULT	11.4213	\$227.90
MIDWEST TAPE	97369034	PROCESSING	11.4416	\$7.65
MIDWEST TAPE	97317632	AV-ADULT	11.4213	\$74.98
PETTY CASH	05212019	SEE ATTACHED	00.0000	\$491.76
PRECISE PRINTING NETWORK, INC.	0042505	MARKETING & ADVERTISING	11.4551	\$4,838.75
RECORDED BOOKS, INC	76225914	DIGITAL CONTENT	11.4216	\$87.20
RECORDED BOOKS, INC	76225915	DIGITAL CONTENT	11.4216	\$143.20
RECORDED BOOKS, INC	76224170	DIGITAL CONTENT	11.4216	\$40.80
RECORDED BOOKS, INC	76219305	DIGITAL CONTENT	11.4216	\$87.20
RECORDED BOOKS, INC	10656823	DIGITAL CONTENT - CM	11.4216	-\$72.00
RECORDED BOOKS, INC	10654820	DIGITAL CONTENT - CM	11.4216	-\$6.00
RECORDED BOOKS, INC	10608602	DIGITAL CONTENT - CM	11.4216	-\$10.00
			<b>TOTAL</b>	<b>\$24,656.91</b>
<b>TOTAL TO BE ADDED TO THE BILLS PRESENTED ON MAY 21, 2019 = \$24,656.91</b>				

**Motion:** Booth moved to include Additions and Deletions with Bills and Salaries, Parikh seconded.

**Discussion:** None

**Vote:** All in favor

**Absent:** Fichtel

**Motion passed**

**9. Treasurer's Report**

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

**Discussion:** None

**Vote:** All in favor

**Absent:** Fichtel

**Motion passed**

**10. Bills and Salaries**

**Motion:** Parikh moved to approve the Bills and Salaries Report, Booth seconded.

**Discussion:** None

**Vote:** Ayes: Booth, Carmichael, Delano, Martens, O'Connor, and Parikh— 6

Nays: 0

**Absent:** Fichtel

**Motion passed**

**11. Unfinished Business: None**

**12. New Business**

**a. Election of Officers**

Nominations:

Carmichael nominated Fichtel for President, Delano seconded.

**Vote:** All in favor

**Absent:** Fichtel

O'Connor nominated Martens for Vice President, Parikh seconded.

**Vote:** All in favor

**Absent:** Fichtel

Carmichael nominated Delano for Secretary, Booth seconded.

**Vote:** All in favor

**Absent:** Fichtel

Booth nominated O'Connor for Treasurer, Delano seconded.

**Vote:** All in favor

**Absent:** Fichtel

Motions passed

**b. Committee appointments**

Martens made the following committee appointments:

Finance Committee: O'Connor, Delano, Martens, and Parikh

Bylaws & Policy Committee: Carmichael, Booth, Martens, and Delano

**c. Approval of annual regular Board meeting dates for FY20**

**Motion:** Parikh moved to approve the Board meeting dates for FY20, Delano seconded.

**Discussion:** Booth and Delano briefly discussed which week in March would be spring break for their children in case they would be absent. The proposed date is fine.

**Vote:** All in favor

**Absent:** Fichtel

**Motion passed**

**d. Appointment of FOIA Officer and OMA Designee**

Martens appointed Coen to the position of FOIA Officer and Martens as OMA Designee.

**Motion:** O'Connor moved to approve, Carmichael seconded.

**Discussion:** Coen explained that Martens had thirty days to take the OMA online training as he has done every year.

**Vote:** All in favor

**Absent:** Fichtel

**Motion passed**

**e. Board to consider a motion to approve the FY20 Appropriation**

**Motion:** O'Connor moved to approve the FY20 Appropriation, Delano seconded.

**Discussion:** Coen stated that the Appropriation was reviewed and discussed at the Finance Committee meeting and reiterated that the budget is used as the guide for spending and the appropriation sets the legal limit as to what can be spent in the fiscal year. Once approved, the Appropriation is sent to the Village to be included in their Appropriation Ordinance. Once approved by the Village Board it is submitted to the County. Parikh asked about the limits for the Special

Reserves Fund. Coen explained that Special Reserve funds were appropriated in case there was a need to expend those funds.

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

**Nays:** 0

**Absent:** Fichtel

**Motion passed**

**f. Board to consider a motion to approve the Makery Services Policy**

**Motion:** Booth moved to approve, Delano seconded.

**Discussion:** Coen presented a revised Policy as requested from the Policy Committee in April. Martens noted a grammatical correction to the last sentence.

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

**Nays:** 0

**Absent:** Fichtel

**Motion passed**

**g. Board to consider a motion to approve Product Architecture's proposal for the flooring, paint, and furniture renovation for \$3,500 from the Special Reserve fund**

**Motion:** Booth moved to approve, Delano seconded.

**Discussion:** Parikh asked when the overall budget for this project would be approved. Coen explained that we would be going out to bid for the project and the Board would be presented with those results to approve, or not approve, the lowest qualified bid.

**Vote:** Ayes: Booth, Carmichael, Delano, Martens and Parikh – 5

**Nays:** 0

**Abstention:** O'Connor

**Absent:** Fichtel

**Motion passed**

**h. Board to consider a motion to approve Pacific Construction Service's proposal for the flooring, paint, and furniture renovation for \$30,000 from the Special Reserve fund**

**Motion:** Delano moved to approve, Booth seconded.

**Discussion:** Coen will ask Justin if the cost will be pro-rated if the construction takes less than two months, though it is not expected to be completed early.

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

**Nays:** 0

**Absent:** Fichtel

**Motion passed**

**13. Executive Session:** None

**14. Adjournment**

**Motion:** Carmichael moved to adjourn at 7:46pm, Booth seconded.

**Vote:** All in favor

**Motion passed**

Respectfully submitted,

Annie Delano

Westmont Public Library Board of Trustees, Secretary