



## 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

JUNE 18, 2019

**1. Call to Order**

The meeting was called to order at 7:01pm by Board President Jason Fichtel on Tuesday, June 18, 2019 at the Westmont Public Library.

**2. Roll Call**

**Present:** Trustee Heather Booth, Trustee Elaine Carmichael, Vice President John Martens, Treasurer Kerry O'Connor, Trustee Rajesh Parikh, and President Jason Fichtel

**Absent:** Secretary Annie Delano

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

**3. Pledge of Allegiance**

**6. Approval of Consent Agenda**

- a. Minutes of the regular board meeting: May 21, 2019
- b. Minutes of the finance committee meeting: May 21, 2019
- c. Communications log: June 2019
- d. Director's report: June 2019

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

**Discussion:** None

**Vote:** All in favor

**Absent:** Delano

**Motion passed**

**7. Open Forum**

**a. Public**

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

**b. Board**

Carmichael: Encouraged everyone to go see "Mama Mia" next weekend.

Parikh: His grandchildren enjoyed the magician program.

Fichtel: Thanked the Board for their vote of confidence in electing him as President for another year.

**c. Director**

Coen: Explained that the incident involving graffiti that occurred on our property was resolved. The new Manager of Youth and Teen Services will start on July 15. The library has a table at the street fair every Thursday night from 6-8. Next month is the review of executive session minutes. If anyone would like to review those prior to the meeting we can coordinate that. We had the walk-thru for the next phase of renovations on June 14 and bid packets will be opened on June 28. That information will be presented for approval in July.

**d. Staff**

Smith: We will be holding two events at the Taste again this year. On Thursday night we'll be hosting trivia in the beer tent from 6-8. Alex is working on a modified version based on feedback from last year. On Saturday we'll be at the south stage from 12-4:30 offering a craft from 12-1:15, Spoon Man from 1:30-2:30, and STEM activities from 3:00-4:15.

**8. Additions & Deletions**

AMAZON	MISCELLANEOUS	SEE ATTACHED	00.0000	\$2,425.26
BAKER & TAYLOR	2034565485	BOOKS	11.4211	\$348.71
BAKER & TAYLOR	2034565485	PROCESSING	11.4416	\$17.70
BAKER & TAYLOR	2034571243	BOOKS	11.4211	\$77.81
BAKER & TAYLOR	2034571243	PROCESSING	11.4416	\$3.75
BAKER & TAYLOR	2034578624	BOOKS	11.4211	\$713.40
BAKER & TAYLOR	2034578624	PROCESSING	11.4416	\$43.70
BIBLIOTHECA	INV-US20723	DIGITAL CONTENT - <b>FY19</b>	11.4216	\$413.55
BIBLIOTHECA	INV-US20724	DIGITAL CONTENT - <b>FY19</b>	11.4226	\$6,471.81
BIBLIOTHECA	INV-US20725	DIGITAL CONTENT - <b>FY19</b>	11.4216	\$24.99
BIBLIOTHECA	INV-US20726	DIGITAL CONTENT - <b>FY19</b>	11.4216	\$3,089.52
BIBLIOTHECA	INV-US21032	TECHNOLOGY	11.4655	\$1,450.96
BRODART	B5648004	BOOKS	11.4211	\$34.60
CDW GOVERNMENT	SPF3320	MAKERY PURCHASE	11.4534	\$1,863.44
CASE LOTS, INC.	8562	CUSTODIAL SUPPLIES - <b>FY19</b>	11.4415	\$59.80
CASE LOTS, INC.	9178	CUSTODIAL SUPPLIES	11.4415	\$59.90
CENTER POINT LARGE PRINT	1694021	BOOKS	11.4211	\$44.34
CENTER POINT LARGE PRINT	1667192	BOOKS - <b>FY19</b>	11.4211	\$44.34
ENVISIONWARE	INV-US-42596	TECHNOLOGY- <b>FY19</b>	11.4655	\$519.75
FARONICS	201900614/WL	TECHNOLOGY	11.4655	\$577.50
FIRST BANKCARD (WINTRUST)	JUNE 2019	SEE ATTACHED	00.0000	\$967.21
FOX LANDSCAPE LLC	18-2533	GROUND MAINTENANCE	11.4615	\$810.14
GALE	67216515	BOOKS	11.4211	\$99.41
GALE	67223084	BOOKS	11.4211	\$27.05
INNOVATIVE LABEL TECHNOLOGIES	206068	PROCESSING SUPPLIES	11.4416	\$413.81
KONICA MINOLTA	259256324	PHOTOCOPIER & PRINTING	11.4727	\$51.99
KONICA MINOLTA	259256087	PHOTOCOPIER & PRINTING	11.4727	\$135.90
KONICA MINOLTA	259256528	PHOTOCOPIER & PRINTING	11.4727	\$28.67
LOGSDON OFFICE SUPPLY	1058723-001	CUSTODIAL SUPPLIES	11.4415	\$60.88
MILLER, ELIZABETH	06112019	PROGRAMMING	11.4502	\$45.00
PETTY CASH	06182019	SEE ATTACHED	00.0000	\$479.46
THE PITNEY BOWES RESERVE ACCOUNT	06102019	POSTAGE - PRE-PAID	11.4451	\$900.00
SMITH, BRITTANY	06112019	PROGRAMMING	11.4502	\$82.65
SMITH, BRITTANY	06112019	TECHNOLOGY	11.4655	\$14.99
SUBURBAN DOOR CHECK & LOCK	IN514653	GENERAL MAINTENANCE	11.4611	\$1,693.00
SWANK MOVIE LICENSING USA	2683427	PROGRAMMING	11.4501	\$669.00
UNIQUE MANAGEMENT SERVICES	553798	COLLECTION AGENCY	11.4818	\$80.55
			<b>TOTAL</b>	<b>\$24,844.54</b>
<b>TOTAL TO BE ADDED TO THE BILLS PRESENTED ON JUNE 18, 2019 = \$24,844.54</b>				

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

**Discussion:** None

**Vote:** All in favor

**Absent:** Delano

**Motion passed**

**9. Treasurer's Report**

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

**Discussion:** None

**Vote:** All in favor

**Absent:** Delano

**Motion passed**

**10. Bills and Salaries**

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

**Discussion:** None

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

Nays: 0

**Absent:** Delano

**Motion passed**

**11. Unfinished Business: None**

**12. New Business**

**a. Board to consider a motion to approve the FY19 Illinois Public Library Annual Report**

**Motion:** Martens moved to approve, Parikh seconded.

**Discussion:** Coen explained the report is due to the State by July 1. Coen will add the number of hours the library was open which was 3,268.5. Kerry created a one page graphic that visually shows the impact we had in our community over the past year.

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

Nays: 0

**Absent:** Delano

**Motion passed**

**b. Board to consider a motion to approve the Photography and Recording Policy**

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

**Discussion:** Coen explained what a first amendment audit is and explained the suggested policy changes in light of this issue. Our attorney reviewed the policy and his feedback was incorporated into the draft that was sent to the Board. Further edits based on Trustee feedback are included in the most updated version that has been distributed at the meeting. Staff will receive training on how to respond to patrons wanting to photograph or film at the library. Coen asked the Board if they were comfortable with the edits and if so, she will update the policy.

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

Nays: 0

**Absent:** Delano

**Motion passed**

**13. Executive Session: None**

**14. Adjournment**

**Motion:** Parikh moved to adjourn at 7:29pm, Carmichael seconded.

**Vote:** All in favor

**Absent:** Delano

**Motion passed**

**Respectfully submitted,**

**Annie Delano**

**Westmont Public Library Board of Trustees, Secretary**