



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

JULY 16, 2019

1. Call to Order

The meeting was called to order at 7:00pm by Board President Jason Fichtel on Tuesday, July 16, 2019 at the Westmont Public Library.

2. Roll Call

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

Absent: Secretary Annie Delano and Trustee Rajesh Parikh

Staff present: Director Julia Coen, Assistant Director Brittany Smith

3. Pledge of Allegiance

4. Approval of Consent Agenda

- a. Minutes of the regular board meeting: June 18, 2019
- b. Communications log: July 2019
- c. Director's report: July 2019

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

Discussion: None

Vote: All in favor

Motion passed

5. Open Forum

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

b. Board: None

c. Director

The library hosted Trivia at the Taste of Westmont again this year and held various programming on Saturday. Because we did not have a tent, we were a bit slow since it was a hot day on Saturday. Kristi Miller, Manager of Youth and Teen Services started on Monday. I will be on vacation this next week, if you need anything please contact Brittany.

d. Staff

Brittany: Taste was a hot one this year! Staff will debrief to talk about what we can do next year to have a meaningful presence at the event.

6. Additions & Deletions

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, Booth seconded.

Discussion: None

Vote: All in favor

Motion passed

8. Bills and Salaries

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

Discussion: None

Vote: Ayes: Booth, Carmichael, Martens, O'Connor, Fichtel – 5

Nays: 0

Absent: Delano and Parikh

Motion passed

9. Unfinished Business

10. New Business

a. Board to consider a motion to approve of days closed for 2020 calendar year

Motion: Booth moved to approve, Carmichael seconded.

Discussion: Coen stated that the days closed listed for 2020 are the holidays identified in the personnel policy plus one staff in-service day.

Vote: Ayes: Booth, Carmichael, Martens, O'Connor, Fichtel – 5

Nays: 0

Absent: Delano and Parikh

Motion passed

b. Board to consider a motion to award the painting bid to DES Painting in the amount of \$5,295 from Special Reserves

Motion: Martens moved to approve, Booth seconded.

Discussion: Coen explained that these bids are for our next phase of renovation - the flooring and paint. There was a facility walk through for the contractors and Justin Pathmann did the reference checks on the lowest qualified bid.

Vote: Ayes: Booth, Carmichael, Martens, O'Connor, Fichtel – 5

Nays: 0

Absent: Delano and Parikh

Motion passed

c. Board to consider a motion to award the flooring base bid to Commercial Carpet Consultants in the amount of \$49,950 from Special Reserves

Motion: Martens moved to approve, Carmichael seconded.

Discussion: Carmichael asked if this phase would finish the first floor renovation project. Coen said yes.

Vote: Ayes: Booth, Carmichael, Martens, O'Connor, Fichtel – 5

Nays: 0

Absent: Delano and Parikh

Motion passed

d. Board to consider a motion to award the flooring alternates bids to Commercial Carpet Consultants in the amount of \$24,250 from Special Reserves

Motion: Martens moved to approve, Booth seconded.

Discussion: This overall amount includes alternates to the base bid. The alternates include carpeting and painting the meeting room upstairs and the lobby. O'Connor asked if we knew why the bids came in significantly under budget. Coen explained that Justin Pathmann said several recent construction bids have come in under projected budgets.

Carmichael asked how long the project will take and Coen responded about two months.

Vote: Ayes: Booth, Carmichael, Martens, O'Connor, Fichtel – 5

Nays: 0

Absent: Delano and Parikh

Motion passed

e. Board to consider a motion to approve the furniture moving proposal to Hallet Movers in the amount of \$15,800 from Special Reserves

Motion: Martens moved to approve, Booth seconded.

Discussion: Martens asked about the moving process and Coen explained there would be five stages total.

Vote: Ayes: Booth, Carmichael, Martens, O'Connor, Fichtel – 5

Nays: 0

Absent: Delano and Parikh

Motion passed

f. Board to consider a motion to approve the allowance for dumpsters and contingency in the amount of \$12,000 from Special Reserves.

Motion: Martens moved to approve, Carmichael seconded.

Discussion: Coen explained that this is just an allowance, so hopefully we will not need to use all of the contingency.

Vote: Ayes: Booth, Carmichael, Martens, O'Connor, Fichtel – 5

Nays: 0

Absent: Delano and Parikh

Motion passed

- 11. Executive Session:** 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.

Motion: Martens moved to adjourn at 7:17pm, Carmichael seconded.

Vote: Ayes: Booth, Carmichael, Martens, O'Connor, Fichtel – 5

Nays: 0

Absent: Delano and Parikh

Motion passed

7:17pm

12. Resume Open Session

Roll Call

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

Absent: Secretary Annie Delano and Trustee Rajesh Parikh

Staff present: Director Julia Coen, Assistant Director Brittany Smith

13. New business (continued)

- a. Report on the need for confidentiality for executive session minutes 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.**

Discussion: Fichtel stated that next month's agenda will include an action item for the Board to consider the release of executive session minutes from May 23, 2017.

14. Adjournment

Motion: Martens moved to adjourn at 7:43pm, Booth seconded.

All in favor

Motion passed

**Respectfully submitted,
Brittany Smith on behalf of Westmont Public Library Board of Trustees, Secretary**