



WESTMONT PUBLIC LIBRARY

428 N Cass Ave, Westmont, IL 60559
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westmontlibrary.org

Providing the community with the keys to lifelong learning.

MINUTES OF THE REGULAR MEETING OF THE LIBRARY BOARD SEPTEMBER 17, 2019

1. Call to Order

The meeting was called to order at 7:00pm by Board President Jason Fichtel on Tuesday, September 17, 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,.

Absent: None

Staff present: Director Julia Coen, Assistant Director Brittany Smith, Administrative Assistant Julie Olsen

3. Pledge of Allegiance

4. Approval of Consent Agenda

- a. Minutes of the regular board meeting: August 20, 2019
- b. Communications log: September 2019
- c. Director's report: September 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, Finance Director: None

b. Board:

Parikh: Attended the Friends of the Library Chipotle fundraiser.

c. Director

Coen will send out the list of online courses that meet the Per Capita Grant requirements along with the ILA Trustee Day information. Installation of new carpet has begun and the staff area is almost complete. By the end of this week installation will begin on the public floors and it will be disruptive. The good news is that the work is being completed quicker than anticipated. Kerry is working on designing a Rotary Club calendar that will be mailed to all the homes in Westmont. All taxing agencies are contributing to the calendar in some capacity, and the library's contribution is Kerry's time.

d. Staff

Smith: Monarch fest was a great success with over 300 participants. Staff will have a debriefing meeting to talk about what worked and did not work in order to make next year even better. We feel part of the success was due to creating a Facebook event for the fest, which reached almost 1,000 people. Aaron will continue to test Facebook events to see if it helps our participation for larger, or more specific, programs.

Julie: Julie introduced herself to the Board. She works three days a week as the administrative assistant and is happy to be here.

6. Additions & Deletions

Motion: Martens moved to include Additions and Deletions with Bills and Salaries, Delano 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: Booth 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

Absent: None

Motion passed

9. Unfinished Business

10. New Business

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

Motion: Carmichael moved to approve, Booth seconded.

Discussion: We previously had the wrong date for Easter, so that is corrected in this version.

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

Nays: 0

Absent: None

Motion passed

b. Board to consider a motion to approve of the transfer of FY19 surplus funds to the special reserves fund for an amount of \$25,393.

Motion: Martens moved to approve, Delano seconded.

Discussion: Coen explained that the surplus is calculated from information presented in the draft audit. Per policy, the library should have an unassigned balance of 30% of the following year's budgeted expenses in the General Fund, which would make the transfer \$25,393. This is not the amount of the surplus amount from last year, which is detailed in the packet. Our surplus transfer is lower than last year due to higher spending of the overall budget and a larger FY20 budget. Spencer has also provided more information on how the per capita grant was recorded in the audit, which had an effect on our surplus amounts. Once the transfer is approved, the capital outlay plan will be updated

and discussed at next month's finance committee meeting. Delano asked what we originally anticipated our surplus would be and Coen replied roughly \$70,000. We did designate \$40,000 from the budget for Special Reserves this year.

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

Nays: 0

Absent: None

Motion passed

11. Adjournment

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

All in favor

Motion passed

Respectfully submitted,

Annie Delano

Westmont Public Library Board of Trustees, Secretary