



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 BOARD NOVEMBER 19, 2019

1) Call to Order

The meeting was called to order at 7:03 p.m. by Board President Jason Fichtel on Tuesday, November 19, 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 President Jason Fichtel.

Absent: Trustee Rajesh Parikh

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

3) Pledge of Allegiance

4) Approval of Consent Agenda

- a. Minutes of the regular board meeting: October 15, 2019
- b. Minutes of the finance committee meeting: October 15, 2019
- c. Communications log: November 2019
- d. Director's report: November 2019

Motion: Martens moved to approve the Consent Agenda, Delano seconded.

Discussion: None

Vote: All in favor

Motion passed

5) Open Forum:

a. Public:

Spencer Parker, Finance Director, Village of Westmont: None

b. Board:

Booth is pleased to see the library offering dementia programs. O'Connor and Martens congratulated Delano on winning the Pumpkin Smashing Event.

c. Director:

Coen shared that staff will be marching and handing out books in the Westmont Holly Days Frosty & Friends Parade on Saturday, November 30 and invited the Trustees to march with staff. The library will close at 5pm on Wednesday, November 27 and will be closed on Thursday, November 28 for Thanksgiving.

d. Staff:

Smith reported that the Library has started two new collections: book club in a bag and DVD binge boxes. At the Pumpkin Composting event, we collected 1.45 tons of pumpkins. Holly Days Holiday lights recycling has begun. Olsen reported that the Midwest Paper Retriever recycling program is ending and the dumpsters will soon be removed from the parking lot. The Holly Days Coat Drive benefitting People's Resource Center and Food Drive collections have also begun.

6) Additions and Deletions

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

Discussion: None

Vote: All in favor

Motion passed

7) Treasurers Report

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

Discussion: None

Vote: All in favor

Motion passed

8) Bills and Salaries

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

Discussion: None

Vote:

Ayes: Booth, Carmichael, Delano, Martens, O'Connor, and Fichtel -- 6

Nays: 0

Absent: Parikh

Motion passed

9) Unfinished Business: None

10) New Business:

a. Board to consider a motion to approve FY19 audit and management letter

Motion: Delano moved to approve, Carmichael seconded

Discussion: Coen thanked the Village of Westmont Finance Department for their work that resulted in a smooth audit process.

Vote

Ayes: Booth, Carmichael, Delano, Martens, O'Connor, and Fichtel -- 6

Nays: 0

Absent: Parikh

Motion passed

b. Board to discuss the FY20 Per Capita Grant requirements and application

Discussion: Fichtel shared that he was impressed with materials available through the Digital Public Library of America and the Illinois Digital Archives. Martens inquired whether staff should be required to be trained to administer Narcan to respond to any patron opioid overdoses. Coen responded that she has discussed this with police administration and decided not to offer the training for a few reasons. All police officers and paramedics in Westmont carry Narcan and since they are located across the street, they would most likely get here before we would be able to address the situation with

Narcan. Additionally, staff would have to be prepared to deal with a possible violent reaction or vomit by an individual who has been administered Narcan.

c. Board to consider a motion to approve the Drug Free Workplace Policy in the Personnel Handbook

This item will be presented to the Board in December.

d. Board to consider a motion to approve the Disposal of Surplus Property Policy

This item was tabled in committee.

e. Board to consider a motion to approve the Exhibits and Displays Policy

This item was tabled in committee

11) Executive Session: None

12) Adjournment:

Motion: Booth moved to adjourn at 7:28 p.m., Carmichael seconded.

All in favor

Motion passed

Respectfully submitted,

Annie Delano

Westmont Public Library Board of Trustees, Secretary