



## WESTMONT PUBLIC LIBRARY

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

### MINUTES OF THE FINANCE COMMITTEE MEETING JANUARY 21, 2020

#### MINUTES

**1) Call to Order**

The meeting was called to order at 6:00 p.m. by Vice President John Martens on Tuesday, January 21, 2020 at the Westmont Public Library.

**2) Roll Call**

**Present:** Vice President John Martens, Secretary Annie Delano, Trustee Rajesh Parikh

**Also Present:** Trustee Elaine Carmichael, Trustee Heather Booth, and President Fichtel

**Absent:** Treasurer Kerry O'Connor

**Staff present:** Director Julia Coen, Assistant Director Brittany Smith, Assistant Manager of Patron Services Marcy Biala, and Administrative Assistant Julie Olsen

**3) Pledge of Allegiance**

**4) Open Forum:** None

**5) New Business:**

**a. Discussion of going “fine free” and options for implementation**

**Discussion:** Trustee Parikh asked what has prompted the staff to consider going fine free. Coen stated that this is a growing national trend; and while only a few of the libraries in the SWAN system have already gone fine free to date, she anticipates that more libraries will eventually offer this service model. Vice President Martens asked if there is a cost to collecting the fines, if there would be a corresponding reduction in expenses with the loss of the fine revenue. Assistant Director Smith explained that WPL does not send patrons to collection for fines, so there would be no reduction in expenses. President Fichtel asked why WPL is limited to two models presented. Coen explained that these are the two models that the SWAN software currently supports and that if the board decides to go fine free, the staff recommends the first model, offering only WPL patrons fine free service, with a block on additional borrowing if a certain number of items are overdue. Trustee Booth expressed that she believes blocking additional borrowing is less of a barrier to access than fines. Trustee Delano asked if the SWAN libraries who have implemented fine free have seen any differences in circulation, length of time items are checked out, or the need to add items to the collection. Coen, Smith, and Biala all reported that they have not heard this from any of the libraries they have spoken with. President Fichtel asked about the logistics of how blocking would work and whether fines or blocking is an easier conversation for staff to have with patrons at the desk. Trustee Parikh recommends waiting to hear

what other libraries are experiencing with their transition. Staff will attend a “fine free” panel discussion in February, discuss options with SWAN staff, and talk to staff at surrounding libraries to see if they are thinking about going “fine free” in the near future. Staff will bring more information to the Board in the next few months.

**b. Discussion of the library salary survey and FY21 salary scale**

**Discussion:** Director Coen presented the 2020 salary scale for WPL and salary data from area libraries according to the 2019 salary surveys. Coen has mapped out salary scales for the next several years to make sure we are taking appropriate steps to meet minimum wage increases.

**c. Discussion about adding passport services**

**Discussion:** Staff presented information on what it means to be a Passport Acceptance Facility and the potential revenue we could receive from offering this service. Coen reported that staff have contacted the U.S. State Department to get more information on the process of becoming an official Passport Acceptance Facility. They are not currently accepting new locations, but have placed WPL on the waiting list.

**d. Recommend the next finance committee agenda for May 2020: FY21 cash flow analysis, review of capital outlay plan and FY21 projects.**

Discussion: None

**6) Adjournment:**

**Motion:** Delano moved to adjourn at 7:00 p.m., Parikh seconded.

**All in favor**

**Motion passed**

**Respectfully submitted,**

**Annie Delano**

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