



## WESTMONT PUBLIC LIBRARY

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westmontlibrary.org

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

### MINUTES OF THE REGULAR MEETING OF THE LIBRARY BOARD OF TRUSTEES FEBRUARY 18, 2020

#### 1) Call to Order

The meeting was called to order at 7:01p.m. by Board President Jason Fichtel on Tuesday, February 18, 2020 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:** Treasurer O'Connor

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

#### 3) Pledge of Allegiance

*Treasurer O'Connor arrived at 7:02p.m.*

#### 4) Approval of Consent Agenda

- a. Minutes of the regular board meeting: January 21, 2020
- b. Minutes of the finance committee meeting: January 21, 2020
- c. Communications log: February 2020
- d. Director's report: February 2020

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

**Discussion:** Trustees appreciated the revised format of the Director's Report. Trustee Parikh asked for clarification as to the difference between the digital branch and the website visits, and why the number of digital branch visits are declining. Coen and Smith stated that patrons are able to access digital branch materials directly from the digital app without going through the Library's digital branch. Visits to the digital branch have declined but there has been an increase in the number of digital checkouts.

**Vote:** All in favor

**Motion passed**

#### 5) Open Forum:

a. **Public:** None

b. **Board:**

Trustee Booth will be attending the Public Library Association conference and will attend the dementia friendly session and share relevant information at the next meeting. She also shared that she has received inquiries about the Adult Services Librarian position posting and is hopeful that many qualified candidates apply. The Pollinators Movie will be showing at the Cinemark Theater in Woodridge on Wednesday, February 26 at 6:30pm.

Trustee Martens congratulated the Westmont High School for winning the DuFour Award.

Trustee Carmichael shared that the Westmont Chamber of Commerce Open House is tomorrow evening, Wednesday, February 19 from 5-7pm at the Cultural Center of TECO, all trustees are invited to attend.

**c. Director:**

If any Trustee is interested in attending the ILA Conference Trustee Workshop on March 14, please let her know. The March board meeting is on the 24<sup>th</sup>, which is the 4<sup>th</sup> Tuesday of the month. There is no Committee meeting in March.

**d. Staff:**

Assistant Director Smith informed the board that the Glen Ellyn Public Library has now gone fine free. She announced that she will be attending fine free workshop on February 19, 2020 and that she will provide an update to the Board.

**6) Additions and Deletions**

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

**Discussion:** None

**Vote:** All in favor

**Motion passed**

**7) Treasurers 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 Bills and Salaries Report, Parikh seconded.

**Discussion:** Trustee Carmichael asked for clarification for the payment to Product Architecture + Design. Director Coen noted that this payment was the balance due on their contract.

**Vote:**

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

Nays: 0

Absent: 0

**Motion passed**

**9) Unfinished Business: None**

**10) New Business:**

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

**Motion:** Delano moved to approve the Disposal of Surplus Property Policy, Martens seconded.

**Discussion:** Booth explained the recommended changes as discussed at the committee meeting.

**Vote:**

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

Nays: 0

Absent: 0

**Motion passed**

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

**Motion:** Delano mover to approve the Exhibits and Displays Policy, Parikh seconded.

**Discussion:** Booth explained the recommended changes as discussed at the committee meeting.

**Vote:**

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

Nays: 0

Absent: 0

**Motion passed**

**c. Board to consider a motion to approve the Reference Services Policy**

**Motion:** Martens moved to approve the Reference Services Policy, Carmichael seconded.

**Discussion:** Booth explained the recommended changes as discussed at the committee meeting.

**Vote:**

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

Nays: 0

Absent: 0

**Motion passed**

**d. Board to consider a motion to approve the Collection Development Policy**

**Motion:** Booth moved to approve the Collection Development Policy, Carmichael seconded.

**Discussion:** Booth explained the recommended changes as discussed at the committee meeting.

**Vote:**

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

Nays: 0

Absent: 0

**Motion passed**

**e. Discussion of the FY21 draft budget**

**Discussion:** Coen stated that this is a first draft, there will be additional changes which will lead to a balanced budget and presented the budget in line by line detail. There is approximately \$16,000 less in revenue than in expenditures. This is mostly due to the increase of \$10,000 designated for special reserves and a reduction in fines and fees revenue. Trustees noted that the notes included with the draft were comprehensive.

- 11) Executive Session:** According to 5 ILCS 120/2, the Board may move to go into executive session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees to the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. However, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with this Act.

**Motion:** Martens moved to adjourn to executive session at 7:41 p.m., Carmichael seconded.

**Discussion:** None

**Vote:**

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

Nays: 0

Absent: 0

**Motion passed**

**12) Resume Open Session**

The resumption of Open Session was called to order at 8:20 p.m. by Board President Jason Fichtel

**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, and Administrative Assistant Julie Olsen

**13) Adjournment:**

**Motion:** Booth moved to adjourn at 8:21 p.m., Parikh seconded.

**All in favor**

**Motion passed**

**Respectfully submitted,**

**Annie Delano**

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