



## 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 OF TRUSTEES

MARCH 24, 2020

#### 1) Call to Order

The meeting was called to order at 7:00p.m. by Board President Jason Fichtel on Tuesday, March 24, 2020 via video conference as authorized by Illinois Governor Pritzker Executive Order 2020-07.

#### 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, and Administrative Assistant Julie Olsen

#### 3) Pledge of Allegiance

#### 4) Approval of Consent Agenda

- a. Minutes of the regular board meeting: February 18, 2020
- b. Minutes of the policy committee meeting: February 18, 2020
- c. Communications log: March 2020
- d. Director's report: March 2020

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

**Discussion:** None

**Vote:** All in favor

**Motion passed**

#### 5) Open Forum:

a. **Public:** None

b. **Board:**

The Trustees commended Director Coen for her actions and communication regarding the Library's response to COVID-19.

c. **Director:**

Coen reported the work staff has done to serve our patrons while the library building is closed and physical materials are not available. The Marketing and Outreach team updated the website and is revising the summer newsletter to highlight digital resources. Patron Services developed an in-house way to issue library cards via email and contacted SWAN about enabling online library card registration, had SWAN remove the \$10 outstanding fines and bills threshold block, and is developing procedures for disinfecting returned materials based on guidance received. Adult Services

doubled the allowed number of monthly Hoopla checkouts, and this week will implement an online chat help line during certain hours of the week. Youth Services selected an online summer reading program to supplement the Library's traditional Summer Reading program; worked with Marketing and Outreach to develop flyers highlighting the online resources available for e-learning that will be sent electronically to teachers and students in the district; and are making videos entitled "Miss Adrian's Neighborhood" to be shared via our website and social media. Adult and Youth Services have allocated all of this fiscal year's remaining collection funds to digital and are closely monitoring usage. Assistant Director Smith created a Google Chat for staff to digitally engage with each other and shared a list of resources for self-care. Staff meetings are still happening via Zoom staff meetings. With the continuously evolving COVID-19 situation, services offered by the Library will be evaluated and Coen will communicate changes to the Trustees. Trustee Booth requested staff put together a guide for residents to economic assistance resources. Trustee Parikh asked if any of the federal economic stimulus package has any funding for libraries and if Coen expects there to be an economic impact from the stay at home order. Coen responded that she is currently reading the details of the stimulus package and has not yet seen anything for libraries, but will continue to look and the primary economic impact would be a decrease in property values leading to a reduction in property tax revenues.

**d. Staff:**

Assistant Director Smith reported that we added a feature to our website so that patrons can search for just digital resources, and Marketing has put together a guide on how this can be done; additionally Adult Services is putting together video tutorials on how to use web browsers and apps to access digital materials and databases.

**6) Additions and Deletions**

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

**Discussion:** None

**Vote:** All in favor

**Motion passed**

**7) Treasurers Report**

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

**Discussion:** Coen explained that spending on custodial supplies has exceeded the budgeted amount due to additional spending on disinfecting supplies.

**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, Parikh, and Fichtel -- 7

Nays: 0

Absent: 0

**Motion passed**

**9) Unfinished Business: None**

**10) New Business:**

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

**Discussion:** Director Coen highlighted changes from draft presented at the prior board meeting: property tax revenue is has been provided by the county; conferences and travel has been reduced as some conferences have already been cancelled;

custodial supplies has been increased for additional disinfecting supplies; programs has been reduced to reflect the cancelling of all programs through May and potentially further; technology has been reduced to reflect the replacement of only 2 of the youth computers instead of all 4. At this point, the budget is close to balanced, and small additional changes will be made for the final draft. Booth asked if we expect job descriptions or staff compensation to change due to the change in services during the pandemic. Coen answered that staff have been working from home, and though there may be changes in our service model once the building reopens, all staff will play their part in that. She doesn't see the need to change anything yet, but will continually evaluate whether changes need to be made.

**b. Board to consider a motion to approve the FY21 final levy in the amount of \$1,989,331**

**Motion:** Booth moved to approve the FY21 final levy in the amount of \$1,989,331, Parikh seconded.

**Discussion:** Coen explained the process by which the board has approved the requested levy, and the options the public has had to comment on the proposed levy.

**Vote:**

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

Nays: 0

Absent: 0

**Motion passed**

**11) Adjournment:**

**Motion:** Carmichael moved to adjourn at 7:33 p.m., Delano seconded.

**All in favor**

**Motion passed**

**Respectfully submitted,**

**Annie Delano**

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