



## 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 LIBRARY BOARD OF TRUSTEES

APRIL 21, 2020

#### 1) Call to Order

The meeting was called to order at 7:00p.m. by Board President Jason Fichtel on Tuesday, April 21, 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, Trustee Rajesh Parikh, and President Jason 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

*Treasurer O'Connor arrived at 7:03p.m.*

#### 4) Approval of Consent Agenda

- a. Minutes of the regular board meeting: March 24, 2020
- b. Communications log: April 2020
- c. Director's report: April 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:**

Trustees Carmichael and Parikh complimented the library staff on the work they've done and their communication with the public. Trustee Delano specifically complimented the staff's usage of social media to communicate the resources available and noted that her family has enjoyed Ms. Adrian's storytimes. Trustee Booth also complimented the library staff's communication and mentioned the digital sign messaging as effective tool to communicate with the public.

Trustee Martens, Trustee O'Connor, and President Fichtel complimented the variety of ways the staff has worked to make the library services available to the public even though the building is not open.

c. **Director:**

Director Coen shared that staff have adapted very well and have found creative ways to serve the community. They welcome any suggestions for any additional resources or programs they could offer. Coen incorporated by reference her entire Director's Report April 2020. Coen also presented the cash flow analysis report to illustrate the impact on the library's cash position if the DuPage County Board approves real estate tax payment deferral plan. Staff will only be making necessary purchases until the June tax payment is received and the cash position is clearer. Coen will update the cash flow analysis as new information becomes available and for the Finance Committee Meeting in May. Treasurer O'Connor inquired if there have been any large reductions in cost due to the library operating as it is and if there will be larger surplus than budgeted. Coen reported that the primary reductions in costs have occurred are the cancellations of programs and the hold on purchasing physical collections, whether this results in a larger surplus than budgeted will not be able to be determined until the audit is complete. O'Connor also inquired as to the expected real estate tax default rate. Spencer Parker, Village of Westmont Finance Director, stated that the most conservative estimate is 10% though the consensus is no one anticipates the default rate to be that high. The typical default rate is less than 1%, which is factored into the assessment. While we expect to receive less in June we expect to be caught up with tax disbursements by September. Coen stated that she has already started looking at the budget and listing places where the library can reduce spending if the real estate tax revenue is lower than budgeted; and the budget will be updated as necessary. Coen also shared a draft of the phased reopening plan for the library.

- d. **Staff:** Assistant Director Smith thanked Julia on behalf of herself and the staff for being organized and keeping all of the staff informed and connected while working from home. Assistant Manager of Patron Services Biala compliment Coen and Smith on their leadership, stable presence and communication; and shared that the circulation staff has felt very well informed throughout the closure.

#### 6) Additions and Deletions

**Motion:** Carmichael 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:** Parker shared that during the last recession, during fiscal years 2010 and 2011, real estate tax revenues were 99.6% and 99.7% of budgeted amounts.

**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

**Motion passed**

#### 9) Unfinished Business: None

#### 10) New Business:

- a. **Board to consider a motion to approve FY21 insurance premium and workers compensation coverage for \$14,190**

**Motion:** O'Connor moved to approve FY21 insurance premium and works compensation coverage for \$14,190, Booth seconded.

**Discussion:** Coen stated that there was an increase of \$354 in premiums.

**Vote:**

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

Nays: 0

**Motion passed**

**b. Board to consider a motion to eliminate overdue fines**

**Motion:** Delano moved to eliminate overdue fines, Booth seconded.

**Discussion:** Coen provided an explanation of the staff's decision to recommend elimination of fines at this time, including changes in our check in process due to COVID, changes in the fine free model provided by SWAN, and a desire by staff to give something to the community. Booth asked what the process is for patrons who return books that are in the 72 quarantine and have a blocked card due to the delay. Smith stated that staff have the ability to override a blocked account to allow for check out of items, and the block would be reapplied each night until the items are checked back in. Smith also stated that staff will be instructed to be flexible in the first few months to allow time for patrons to be fully educated about how the new fine free system will work. Parikh commented that he would like to go fine free at the same time as our neighboring libraries. He would prefer this to be a temporary suspension and that we reevaluate this the future when all of the libraries are implementing a fine free policy instead of rushing to do it now in a time of difficulty and uncertainty. Coen stated that we could do a temporary suspension but believes it may be confusing to provide a temporary fine free service to the public, educate patrons and staff on the new model, and then revert back to the overdue fine model. Coen also stated that there are neighboring libraries currently considering going fine free. Booth stated that she is in favor of going fine free permanently.

**Vote:**

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

Nays: Parikh - 1

**Motion passed**

**c. Board to consider a motion to approve the updated Schedule of Fines and Fees**

**Motion:** Martens moved to approve the updated Schedule of Fines and Fees, Delano seconded.

**Discussion:** Coen stated that the updated schedule reflects the decision to go fine free. Delano recommended that the wording of the policy be updated to eliminate the word 'fines' as fines are no longer imposed.

**Vote:**

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

Nays: 0

**Motion passed**

**d. Board to consider a motion to approve the FY21 budget**

**Motion:** Martens moved to approve the FY21 budget, Delano seconded.

**Discussion:** Coen presented the budget, highlighting the changes and noting that additional updates may be made as progress through the year and continue to live with COVID-19 restrictions. Booth stressed that she hopes that there are ways that management will be able to make the staff feel valued and appreciated even with the reduction in the staff appreciation budget.

**Vote:**

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

Nays: 0

**Motion passed**

**e. Board to consider a motion to approve the Resolution Authorizing FY21 Public Library Non-Resident Card Participation and Fees**

**Motion:** Delano moved to approve the Resolution Authorizing FY21 Public Library Non-Resident Card Participation and Fees, Martens seconded.

**Discussion:** Coen explained this is approved annually to formalize that the board authorizes non-residents to purchase library cards. Booth asked if the method used to determine the fee is the same method that has been used in the past. Coen confirmed it is the same – the tax fee method.

**Vote:**

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

Nays: 0

**Motion passed**

**11) Adjournment:**

**Motion:** Martens moved to adjourn at 8:17p.m., Carmichael seconded.

**All in favor**

**Motion passed**

**Respectfully submitted,**

**Annie Delano**

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