



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 SEPTEMBER 15, 2020

1) Call to Order

The meeting was called to order at 7:07p.m. by Board President Jason Fichtel on Tuesday, September 15, 2020 via video conference as authorized by Illinois Governor Pritzker Executive Order 2020-07. The Board has determined that an in person meeting is not practical or prudent because of the public health disaster declaration in Illinois. This meeting is open to all and is also being recorded. In an effort to provide even greater transparency, all votes will be roll call votes.

2) Roll Call

Present: Trustee Heather Booth, Trustee Elaine Carmichael, Secretary Annie Delano, Vice President John Martens, Treasurer 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: August 18, 2020
- b. Communications log: September 2020
- c. Director's report: September 2020

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

Discussion: None

Vote:

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

Nays: 0

Absent: 0

Motion passed

5) Open Forum:

a. **Public:** None

b. **Board:** Treasurer O'Connor noted that he was surprised with the increase in the quarantine time for returned materials, and asked what happens with materials that are browsed and returned to the shelf by patrons. Director Coen explained the rationale for the change in the quarantine time and detailed the findings of Phase 3 of the REALM study. In answer to Trustee O'Connor's question Coen said we are considering our stacks to be "clean" and encouraging patrons to wash their hands before and after browsing. Secretary Delano shared that she and her family completed the

Scavenger Hunt and thoroughly enjoyed it. She is impressed with the kits that Youth Services has put together and with the content available on the YouTube channel.

- c. **Director:** Director Coen shared that the Library will be receiving reimbursement from the CARES Act for COVID-19 related expenses incurred March-June 2020. The Friends of the Library sponsored the Story Time Kits. Three Trustee positions will be open for the upcoming April 2021 election. Packets for these will be available at the Village Hall on September 21. For the November election, the Library will be a polling place and open for limited Library services. Only managers will be working our service desks. Patrons will be allowed to check out material and use the computers but the Library will not be offering other in-depth services. In October we will be continuing with our current hours, foot traffic is increasing, managers are continuing to discuss whether to open on Sunday. Coen requested that Trustees let her know if they have feedback related to Sunday hours or other services. Secretary Delano asked why the Library is currently closed on Sundays. Director Coen explained that when reopening we wanted to use a team model and opening Monday-Saturday allowed us to be open the most numbers of hours within a 6 day model since we are only open from 12-5 on Sundays. We have had staff vacancies since March that we have not filled. If we reopen on Sundays additional staff would need to be hired, and we would need to discontinue the team model. The plan now is to open on Sundays in the New Year. Trustee Booth asked if Director Coen felt that staff would be able to effectively on-board any new hires given the current situation and restrictions. Coen stated that the process would be different, but she is confident staff would be able to effectively interview and train new staff.

- d. **Staff:** Assistant Director Smith reported that fall newsletter should be in mailboxes by the end of the week. The newsletter includes a detailed explanation of how to navigate to online programming and highlights some of the programs to be offered this fall.

6) Additions and Deletions

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

Discussion: None

Vote:

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

Nays: 0

Absent: 0

Motion passed

7) Treasurers Report

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

Discussion:

Vote:

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

Nays: 0

Absent: 0

Motion passed

8) Bills and Salaries

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

Discussion: Trustee Carmichael asked what the Amazon charge for \$1,926.36 was for. Administrative Assistant Olsen stated that it was for the air purifiers.

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 of the transfer of FY20 surplus funds to the special reserves fund for an amount of \$86,792**

Information: The FY20 fund balances have been confirmed by the auditors and the draft document is included in the packet. The report provides the information needed to authorize the FY20 surplus transfer.

Motion: Booth moved to approve the transfer of FY20 surplus funds to the special reserves fund for an amount of \$86,792, Carmicheal seconded.

Discussion: Director Coen presented the report calculating the surplus.

Vote:

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

Nays: 0

Absent: 0

Motion passed

- b. Board to discuss the updated cash flow report**

Discussion: Director Coen presented the updated cash flow report, stating that our current tax revenue receipts are at 95%, which is the same percentage received this time last fiscal year, and that she is cautiously optimistic that we will receive the full budgeted amount. The cash flow report assumes that the current open positions are not filled, but if they are, the report will be updated to reflect the revised salary and benefit expenses.

- c. Board to consider a motion to approve the Library Director's FY21 compensation increase of 5% for an annual salary of \$104,852.48**

Information: This was discussed at the Director's annual review in February 2020 to go into effect in May 2020 but put on hold with all staff compensation increases due to the pandemic.

Motion: Delano moved to approve the Library Director's FY21 compensation increase of 5% for an annual salary of \$104,852.48, Parikh seconded.

Discussion: Director Coen stated that she has put this on here now that we have received the September property tax disbursement, and she would like to move forward with staff reviews and raises. Village of Westmont Finance Director Spencer Parker asked when the 5% increase was to take effect. President Fichtel stated that his assumption was that it would be as of May 1, as the raise was for the entire year. Trustees Booth and Carmichael agreed. Secretary Delano as agreed, provided that it would not be too difficult to administer. Director Coen stated she would make a decision regarding the effect date of raises and report back to the Board.

Vote:

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

Nays: 0

Absent: 0

Motion passed

11) Adjournment of regular session:

Motion: Delano moved to adjourn to executive session at 7:54p.m., Carmichael seconded.

Discussion: None

Vote:

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

Nays: 0

Absent: 0

Motion passed

Respectfully submitted,

Annie Delano

Westmont Public Library Board of Trustees, Secretary