



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 OCTOBER 20, 2020

1) Call to Order

The meeting was called to order at 7:03p.m. by Board President Jason Fichtel on Tuesday, October 20, 2020 via video conference as authorized by Illinois Governor Pritzker Executive Order 2020-07. We have determined that an in person meeting is not practical or prudent because of the public health disaster declaration in Illinois. This virtual meeting is open to all and is also being recorded. In an effort to provide even greater transparency, all votes at this meeting 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: September 15, 2020
- b. Communications log: October 2020
- c. Director's report: October 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:** Trustee Booth enjoyed the squirrel story and is happy it ended well.

c. **Director:** Director Coen noted that circulation and visitor count are continuing to slowly increase. We are going to be adding extended hours starting Monday, November 2, staying open an hour later Monday through Thursday and open on Sundays 1-4pm. These hours are added with the current staff. We will be posting for one Patron Services Associate position, with the expectation that the new person would be starting at the beginning of the New Year. Election Day signs are posted with information about Library services that will offered that day. Only managers will be working, and

they will not be on the floor, but staying at their desks. Staff is aware of the increase in the DuPage County COVID numbers, will continue to monitor, and communicate any necessary adjustments.

- d. **Staff:** Assistant Director Smith mentioned Winter Programming. She highlighted Westmont Reads, which will be a virtual program using Beanstack. This year's theme is One Community, Many Voices. Staff is putting together reading lists that are focused on a range of perspectives and experiences. All patrons who read one book will receive a prize; for each additional book read, patrons will receive a raffle entry for an additional prize. Smith also mentioned that staff is focusing on reader's advisory services, with more lists, including new releases, genre specific, and format specific; and youth book bundles will be placed in lobby.

6) Additions and Deletions

Motion: Martens moved to include Additions and Deletions with Bills and Salaries, Booth 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, Delano 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: Booth moved to approve Bills and Salaries Report, Delano seconded.

Discussion:

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 FY22 levy request resolution in the amount of \$2,086,808

Information: Per the Illinois Local Library Act, the Library Board must approve a tax levy request to fund its upcoming fiscal year. Once approved, it is submitted to the Village of Westmont for inclusion in their tax levy ordinance.

Motion: O'Conner moved to approve the FY levy request resolution in the amount of \$2,086,808, Martens seconded.

Discussion: Director Coen explained the process for determining the tax levy and how this informs the budget. This amount is an increase of 4.9% over the actual tax levy from the prior year but we will not receive this amount. We use this as the basis for the initial request but we make our final determination in March when we receive the rates from the County and we can compare that to our budgetary needs.

Vote:

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

Nays: 0

Absent: 0

Motion passed

b. Board to discuss the FY20 Per Capita Grant Expenditures

Information: We received \$30,856 for the FY20 grant on October 8, 2020. The funds must be expended by June 25, 2021.

Discussion: Director Coen shared that the Library has received the Per Capita Grant for FY20. The funds will go toward the completion of the lighting conversion to LED in the building. ComEd's current incentive program for government agencies and lower maintenance costs going forward result in a huge cost savings. The remaining funds are to be used to purchase a new Adult Services Desk and move it nearer the computer lab since a large number of the questions Adult Services answer are computer related. Trustee Carmichael inquired how the grant application request was worded. Director Coen answered that the request was for general facility improvements.

c. Board to consider a motion to approve the Borrower Registration Policy

Motion: Booth moved to approve the Borrower Registration Policy, Carmichael seconded.

Discussion: Smith explained that circulation has been focused on making the process of obtaining of a library card as seamless as possible. The three year expiration rule was created so that we had a scheduled way to verify that patrons still live within the Library's boundaries. For the most recent two years, SWAN has annually compared our patron database with the National Change of Address (NCOA) database and flagged all accounts that have different addresses making our three year expiration redundant. We suggest removing the 3 year expiration rule in the policy so that patrons will only need to provide proof of address if they are flagged by the NCOA report or move within the Library's boundaries.

Vote

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

Nays: 0

Absent: 0

Motion passed

11) Adjournment

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

Discussion: None

Vote:

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