



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 DECEMBER 15, 2020

1) Call to Order

The meeting was called to order at 7:02p.m. by Board President Jason Fichtel on Tuesday, December 15, 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 Elaine Carmichael, Secretary Annie Delano, Vice President John Martens, Treasurer O'Connor, and President Jason Fichtel.

Absent: Trustee Heather Booth, and Trustee Rajesh Parikh

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: November 17, 2020
- b. Minutes of the Finance Committee Meeting: November 17, 2020
- c. Communications log: December 2020
- d. Director's report: December 2020

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

Discussion: None

Vote:

Ayes: Carmichael, Delano, Martens, O'Connor, and Fichtel -- 5

Nays: 0

Absent: Booth and Parikh -- 2

Motion passed

5) Open Forum:

a. **Public:** None

b. **Board:** Trustee Carmichael is very impressed with how well staff is continuing to make services work. Secretary Delano appreciates the ability to and ease of getting materials. Trustee Martens echoed Carmichael's and Delano's sentiments.

c. **Director:** Governor Pritzker extended the Tier 3 mitigations through January 9, 2021. The Library will stay in curbside. All circulation numbers have increased compared to spring curbside and summer grab and go service. Patrons have expressed appreciation for computer, printer, scanning, and faxing services. Adult Services staff have been able to assist patrons with technology issues by remoting into the computer lab computers. Staffing levels are remaining level; although some staff have been out for quarantine no staff members have tested positive. All but one of the area

libraries are also in a curbside only model. For any Trustee whose term is up this spring and is planning to run again, the Village is accepting election packets through December 21, 2020.

- d. **Staff:** Assistant Director Smith reported that curbside bundles have been popular, and provided details on the One Community Many Voices winter reading program. Patron Services Assistant Manager Biala and Graphic Design Associate Barnett have launched a form on the Library's website so residents can easily apply for a library card.

6) Additions and Deletions

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

Discussion: None

Vote:

Ayes: Carmichael, Delano, Martens, O'Connor, and Fichtel -- 5

Nays: 0

Absent: Booth and Parikh -- 2

Motion passed

7) Treasurers Report

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

Discussion:

Vote:

Ayes: Carmichael, Delano, Martens, O'Connor, and Fichtel -- 5

Nays: 0

Absent: Booth and Parikh -- 2

Motion passed

8) Bills and Salaries

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

Discussion:

Vote:

Ayes: Carmichael, Delano, Martens, O'Connor, and Fichtel -- 5

Nays: 0

Absent: Booth and Parikh -- 2

Motion passed

9) Unfinished Business: None

10) New Business:

a. Board to discuss the process for the Director's annual review

Discussion: Coen outlined the process and timing that the Board has followed for her review in the past. Her review typically takes place in February, in preparation the Board has solicited staff feedback in January. She requested the Board inform her of anything they like to see that is different from what she has provided in the past. Martens stated he always appreciates the written summary of achievements for the year. Delano requested that Coen include an assessment whether goals or projects that were planned but not achieved in 2020 are still applicable and should extend through 2021. Coen stated she will also include a "what didn't go to plan" summary since that has been requested in the past. Delano will work with Smith to solicit staff feedback, as she has in prior years.

11) Adjournment

Motion: Carmichael moved to adjourn at 7:26p.m., Martens seconded.

Discussion: None

Vote:

Ayes: Carmichael, Delano, Martens, O'Connor, and Fichtel -- 5

Nays: 0

Absent: Booth and Parikh -- 2

Motion passed

Respectfully submitted,

Annie Delano

Westmont Public Library Board of Trustees, Secretary