



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 JANUARY 19, 2021

1) Call to Order

The meeting was called to order at 7:02p.m. by Board President Jason Fichtel on Tuesday, January 19, 2021 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: December 15, 2020
- b. Communications log: January 2021
- c. Director's report: January 2021

Motion: Martens moved to approve the Consent Agenda, Carmichael 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:** Booth was happy to see we are recruiting for a teen advisory board. Delano has reviewed the questions for the Director's upward review, has updated the links and the dates, has forwarded the information to Brittany, and will have the results for the Board before the next meeting. She took advantage of a curbside bundle put together by Youth Services Librarian Elizabeth Miller, it was fabulous bundle and she and her kids were extremely appreciative.

c. **Director:** Director Coen noted that tax season is upon us and tax forms have arrived. The Library will be a polling place for the April election, as we approach the date management will assess the pandemic situation and make changes in services to reduce the risk of exposure for both staff and the public.

d. **Staff:** None

6) Additions and Deletions

Motion: Booth moved to include Additions and Deletions with Bills and Salaries, Delano 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, 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 discuss library service plans during COVID pandemic

Discussion: Coen expects that our region will move to a less restrictive state mandated mitigation tier soon. Coen recommends that the Library establishes a service model that is able to be maintained even if our region jumps among various mitigation tiers. The model Coen proposed will allow patrons to enter for 30 minute browsing visits and 1 hour computer appointments for Westmont residents. Staff will be available for brief questions at their service points, longer discussions and computer help will be provided over the phone or with staff remoting into the computer, and curbside service would continue be offered with a slight adjustment to its hours. The plan is to switch to this model on Friday, January 22. Martens asked if we would limit the number of patrons who are in the building at the same time. Coen responded yes, we have established occupancy limits, and shared that our new people counter provides real time occupancy numbers, with alerts when capacity limits are approached. O'Connor asked if staff have received any negative feedback from patrons regarding service levels. Coen reported that we have recently had two patrons state that they are unhappy with current service. Booth stated she agrees with the plan to establish a service model that can be maintained as the regions moves among mitigation tiers so that it provides a bit of certainty to staff and patrons. Parikh asked if library staff will receive priority for vaccination. Coen responded that DuPage County currently categorizes library staff into 1C. Parikh asked if there is anything the Board can do to advocate for moving staff into group 1B; as he would err on the side of caution to keep our staff healthy and safe but he supports the proposed service model. Coen has a form letter provided by ILA that advocates library staff be included in 1b or 1c priority groups. She will share the letter with Fichtel for approval and then send to the DuPage County Health Department.

b. Board to discuss the FY21 Per Capita Grant requirements

Discussion: Coen stated that each Trustee must read Serving our Public 4.0 in its entirety. At the February Board Meeting the Board will review the checklists that staff have completed and discuss where the Library is in working toward meeting any standard that is not currently met. That information will be included in the Per Capita Grant application, which is due March 15.

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

Motion: O'Connor moved to approve the Borrower Registration Policy, Carmichael seconded.

Discussion: The Illinois Local Public Library Act has been updated to provide certain non-resident individuals access to the library services without paying the non-resident library fee. The language in the policy has updated to match the language in the Act. Carmichael asked if students would need to request the letters indicating that they meet the U.S. Department of Agriculture's Income Eligibility Guidelines from their school. Coen responded, yes, and that the staff will work with the schools to make sure they are aware of this. Booth asked if there would be any limits on what the students could check out. Coen replied that there would no limit, and the rules for these cards holders would be the same as for all other card holders.

Vote:

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

Nays: 0

Absent: 0

Motion passed

11) Adjournment of Regular Session

Motion: Martens moved to adjourn Regular Session at 7:43p.m., Carmichael seconded.

Discussion: None

Vote:

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

Nays: 0

Absent: 0

Motion passed

12) Executive Session: According to 5 ILCS 120/2, each public body shall periodically, but no less than semi-annually, meet to review minutes of all closed meetings. At such meetings a determination shall be made, and reported in an open session that (1) the need for confidentiality still exists as to all or part of those minutes or (2) that the minutes or portions thereof no longer require confidential treatment and are available for public inspection.

At the February 2021 Board Meeting, the Library Board will report on the need for confidentiality for executive session minutes or if minutes or portions of minutes no longer require confidential treatment and are therefore available for public inspection.

Motion: Booth moved to enter executive session at 7:45 p.m., Parikh 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