



## WESTMONT PUBLIC LIBRARY

428 N Cass Ave, Westmont, IL 60559

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westmontlibrary.org

Providing the community keys to lifelong learning

### MINUTES OF THE FINANCE COMMITTEE MEETING

FEBRUARY 16, 2021

#### 1) Call to Order

The meeting was called to order at 6:30 p.m. by Committee Chair Kerry O'Connor on Tuesday, February 16, 2021 via video conference as authorized by Illinois Governor Pritzker's Executive Order. 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:** Treasurer O'Connor, Vice President John Martens, Secretary Annie Delano, Trustee Rajesh Parikh

**Also Present:** Trustee Elaine Carmichael, Trustee Heather Booth, and President Fichtel

**Absent:** none

**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

#### 4) Open Forum: None

#### 5) New Business:

##### a. Discussion of license plate renewal service

**Discussion:** Coen provided an overview of the proposed program, stating that the expectation is not that it would be a large revenue stream but would be an added service for the community. Martens asked for clarification of what the process would be for the Library to process a renewal; Biala provided the answer. Parikh expressed support for adding a program that would be of value to the community and asked if any of the libraries Biala spoke with had any negative feedback. Biala shared that the feedback from those libraries has been overwhelming positive. O'Connor expressed support for adding a service that would benefit the community but is concerned that staff may have negative interactions with patrons who would balk at the additional fee, and we would want to closely monitor that. Booth thanked Biala for her work researching the service and putting together the written overview, and stated that one benefit is that the Library is open when then DMV is not. Coen stated that the staff will continue to pursue setting up the service, putting together the details of the process and fees, and present it to the Board at a future meeting.

##### b. Discussion of the salary survey information and review of WPL's FY22 salary scale

**Discussion:** Coen presented the salary survey information report, and stated that our staff's salaries fall within the range of those of comparable libraries. For FY22, she is currently planning to have a 2% cost of living adjustment for staff across the board, with a potential 1% additional raise if it is merited and necessary to keep the staff member within their salary range. These raises are dependent on Board approval of the FY22 budget and salary line item therein. Coen noted that the four

open staff positions are being evaluated now and a determination is being made as to which ones will be filled in FY22 based on reopening and need. O'Connor thanked Coen for the information and its clear format.

**c. Update on the FY22 budget process and timeline**

**Discussion:** Coen stated that the first draft will be given to the board in March, second draft in April for approval. She encouraged any board member who has questions or concerns regarding the budget after she has sent the first draft to reach out to her. As soon as she receives the date that she will receive the levy numbers from the County she will inform the Board, and a special meeting will be scheduled if necessary.

**6) Adjournment:**

**Motion:** Martens moved to adjourn at 6:56 p.m., Delano seconded.

**Vote:**

Ayes: Delano, Martens, O'Connor, and Parikh -- 4

Nays: 0

Absent: 0

**Motion passed**

**Respectfully submitted,**

**Annie Delano**

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