



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 FEBRUARY 16, 2021

1) Call to Order

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

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:** O'Connor congratulated Julia for her 14 years of service and shared an email from Mary Hoff Robinson, a Library patron, commending the staff for their kindness, friendliness, thoroughness, politeness, promptness and pleasantness; and the Board for creating a fine balance between providing services while protecting the staff and public during the pandemic. Carmichael thanked Coen for her 14 years of service and Adult Services Librarian Sheila Hope for her 19 years of service, and staff for cheerfully providing curbside and for always being helpful to all patrons. Parikh also congratulated Coen for her 14 years and thanked staff for their great work.

c. **Director:** Coen reported that she has placed the order for a new Adult Services desk, shelving, and display racks. The filming for Chicago Fire scheduled to occur today has been delayed until tomorrow. She has not heard from the DuPage Health Department regarding moving library staff to vaccination group 1B, she is continuing to advocate for the inclusion, but is expecting us to be in 1C. Booth asked if all staff has enough paid sick time if they need to take time off

to get the vaccination. Coen responded yes, and that she and the managers are encouraging staff to take paid time off for not only the appointment but also for time after just in case they have side effects.

- d. **Staff:** Smith stated that the newsletter will be arriving in homes next week. It includes information about spring programming, including gardening week and the straw bale garden. The Library has joined a consortium to offer larger virtual events, more information on those will be provided as they are scheduled.

6) Additions and Deletions

Motion: Martens 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, Carmichael 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, Carmichael 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 the FY21 Per Capita Grant requirements and application

Discussion: Coen provided a summary of the checklists, noting that overall the Library meets nearly all the standards. She mentioned that there are a few standards that we are making progress toward meeting or that staff are planning to update in the upcoming year. Booth suggested that the Board make a note that the Board is to direct a review of the library's long-term space needs at least every five years, just in case at any point in the future there is not a long term capital improvement plan. Coen will fill out the application with the information from the checklists and indicate that the intended use of funds will be facility improvement.

11) Executive Session:

a. Library Director's performance review

According to 5 ILCS 120/2, the Board may move to go into executive session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees to the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. However, a meeting to consider an

increase in compensation to a specific employee of a public body that is subject to the Local Government Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with this Act.

Motion: Booth moved to enter Executive Session after adjournment of the Regular Session, Martens seconded.

Discussion: None

Vote:

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

Nays: 0

Absent: 0

Motion passed

12) Adjournment of Regular Session

Motion: Delano moved to adjourn Regular Session at 7:29p.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