



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 SPECIAL MEETING OF THE LIBRARY BOARD OF TRUSTEES MARCH 25, 2021

1) Call to Order

The meeting was called to order at 7:04p.m. by Board President Jason Fichtel on Thursday, March 25, 2021 via video conference as authorized by Illinois Governor Pritzker 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, and President Jason Fichtel.

Absent: 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: February 16, 2021
- b. Minutes of the finance committee meeting: February 16, 2021
- c. Communications log: March 2021
- d. Director's report: March 2021

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

Discussion: None

Vote:

Ayes: Booth, Carmichael, Delano, Martens, O'Connor, and Fichtel -- 6

Nays: 0

Absent: Parikh -- 1

Motion passed

5) Open Forum:

a. **Public:** None

b. **Board:** Secretary Delano's family has been enjoying the book bundles and crafts put together by the Youth Services staff. Trustee Carmichael thanked Adult Services Manager Alex Carlson for providing her husband with tech support for his iPhone.

c. **Director:** Coen highlighted the Board Action Calendar which is included in the board packet. The election is occurring on April 6 and the Library will be a polling location. There are three Library Board Trustee positions open and only two candidates running - after the election results are certified, the open position will be posted and filled via appointment by the Library Board. Work on the parking lot is proceeding, she had a walk through with Justin Pathmann and an engineer to discuss the scope of the project. The first step is to have core drilling performed to determine the condition

of the structural integrity of the sublayers of the parking lot, those will be occurring tomorrow morning. Carmichael asked about the condition of the west property line fence. Coen report that a section has been removed, the remainder is sound. The current reopening plan is to introduce some limited seating at the beginning of April and depending on patron traffic, service hours will be extended in May.

- d. **Staff:** Smith reported that the Library has partnered with other local libraries to present a virtual fireside chat with John Sanford to discuss his latest book, *Ocean Prey*, on April 14. Olsen thanked the Village of Westmont for coordinating an opportunity to receive the COVID-19 vaccine for Library (government) employees. Coen and Smith provided an overview on the Straw Bale/Raised Garden Bed Project and the programs and that are planned in coordination with the project. Booth suggested reaching out to the local schools for students who may be interested in participating in the maintenance and harvesting of the garden.

6) Additions and Deletions

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

Discussion: None

Vote:

Ayes: Booth, Carmichael, Delano, Martens, O'Connor, and Fichtel -- 6

Nays: 0

Absent: Parikh -- 1

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, and Fichtel -- 6

Nays: 0

Absent: Parikh -- 1

Motion passed

8) Bills and Salaries

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

Discussion:

Vote:

Ayes: Booth, Carmichael, Delano, Martens, O'Connor, and Fichtel -- 6

Nays: 0

Absent: Parikh -- 1

Motion passed

9) Unfinished Business: None

10) New Business:

a. Board to review and discuss the draft FY22 budget

Discussion: Coen provided an overview the draft budget, providing details on line items with significant changes from FY21. Delano asked if the custodial supplies needs to be as high as budgeted given the amount spent to date in FY21 is low and if the increase in the Adult Library Materials is necessary also given the amount spent year to date in FY21. Coen responded that the FY21 custodial budget line item reflects the reimbursement the Library received from the CARES Act and so it seems lower than the amount actually spent. Coen expects Adult Services to spend nearly all the FY21 collection budget, but she will provide more information once she checks the status of existing orders and

encumbered funds. Coen requested that Trustees provide her with any thoughts or feedback they may have over the next few weeks so she can incorporate those considerations into the final proposed budget.

b. Board to consider a motion to approve the FY22 final levy in the amount of \$2,044,105.13

Motion: Delano moved to approve the FY22 final levy in the amount of \$2,044,105.13, Carmichael seconded.

Discussion: Coen presented the historical levy amounts, including the cost to the taxpayer for a home of average value.

Vote:

Ayes: Booth, Carmichael, Delano, Martens, O'Connor, and Fichtel -- 6

Nays: 0

Absent: Parikh -- 1

Motion passed

c. Board to consider a motion to approve the Library Director's FY22 compensation increase of 3% for an annual salary of \$107,991

Motion: Martens moved to approve the Library Director's FY22 compensation increase of 3% for an annual salary of \$107,991, Carmichael seconded.

Discussion: Coen thanked the board for their support and guidance, especially in this last year; and clarified that this increase would go into effect as of the first full pay period of FY22.

Vote:

Ayes: Booth, Carmichael, Delano, Martens, O'Connor, and Fichtel -- 6

Nays: 0

Absent: Parikh -- 1

Motion passed

11) Adjournment of Regular Session

Motion: Delano moved to adjourn Regular Session at 7:57p.m., Booth seconded.

Discussion: None

Vote:

Ayes: Booth, Carmichael, Delano, Martens, O'Connor, and Fichtel -- 6

Nays: 0

Absent: Parikh -- 1

Motion passed

Respectfully submitted,

Annie Delano

Westmont Public Library Board of Trustees, Secretary