



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

APRIL 20, 2021

1) Call to Order

The meeting was called to order at 7:01 p.m. by Board President Jason Fichtel on Tuesday, April 20, 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, Vice President John Martens, Treasurer O'Connor, and President Jason Fichtel.

Absent: Secretary Annie Delano 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 special board meeting: March 25, 2021
- b. Communications log: April 2021
- c. Director's report: April 2021

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

Discussion: None

Vote:

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

Nays: 0

Absent: Delano and Parikh

Motion passed

5) Open Forum:

a. **Public:** None

b. **Board:** Booth viewed the Typhoid Mary Program and enjoyed it very much, and thanked Martens for his time on the Board and serving as a role model for her. Carmichael appreciates all that Martens has done. O'Connor congratulated Martens and enjoyed working with him. Fichtel thanked Martens for his calm and steady presence on the Board and will miss him. Martens thanked all the other members of the Board.

c. **Director:** Coen echoed the sentiments of the Board members regarding Martens and thanked him for the guidance he provided her over the years and presented him with a glass book commemorating his years of service to the Library. She also congratulated O'Connor and Delano on their re-election to the Board, stating that there is one open Board position. She will share the vacancy announcement with the Board before posting. It will 2 year appointment, until the next election. On May 3, Library hours will be extended, opening at 9 am; will wait to add evening hours. Seating and

study rooms will also be introduced on May 3. ComEd needs to do maintenance on the transformers outside the Library so we'll need to be closed that day. She will let the Board know as soon as she is notified of the date.

d. **Staff:** Smith thanked Martens for being a supportive and caring Board member. Olsen also thanked Martens.

6) Additions and Deletions

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

Discussion: None

Vote:

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

Nays: 0

Absent: Delano and Parikh

Motion passed

7) Treasurers Report

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

Discussion:

Vote:

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

Nays: 0

Absent: Delano and Parikh

Motion passed

8) Bills and Salaries

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

Discussion: Coen clarified that the items marked as pre-paid are invoices paid this fiscal year for next fiscal year, and those will be applied to the appropriate FY22 budget lines once payments have cleared.

Vote:

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

Nays: 0

Absent: Delano and Parikh -- 2

Motion passed

9) Unfinished Business: None

10) New Business:

a. Board to consider a motion to approve FY22 insurance premium and workers compensation coverage for \$14,986

Motion: O'Connor moved to approve FY22 insurance premium and workers compensation coverage for \$14,986, Carmichael seconded.

Information: This is a package premium increase of \$796 over FY21.

Discussion: Coen stated that the increase is due to an increase in the appraisal of the property and inflation in construction costs. Coverage limits are the same as it has been in the past.

Vote:

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

Nays: 0

Absent: Delano and Parikh -- 2

Motion passed

b. Board to consider a motion to approve the Resolution Authorizing FY22 Public Library Non-resident Card Participation and Fees

Motion: Booth moved to approve the Resolution Authorizing FY22 Public Library Non-resident Card Participation and Fees, Martens seconded.

Discussion: Coen stated that the Board is required to either approve non-resident card participation or opt out. The only suggested change in service is the inclusion of the two fee exceptions required by laws enacted in the past year.

Vote:

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

Nays: 0

Absent: Delano and Parikh -- 2

Motion passed

c. Board to consider a motion to approve the FY22 Schedule of Fines and Fees

Motion: Booth moved to approve the FY22 Schedule of Fines and Fees, Carmichael seconded.

Information: This schedule includes license plate sticker renewal fees – a new service being offered in FY22

Discussion: Coen presented the suggested fines and fees. The license plate renewal program is planned to begin in June. O'Connor asked how the credit card fee compares with the amount that the Library will be charged by the credit card company. Coen responded that they are approximately equal and will provide the Board with the exact amounts. The Secretary of State allows for a processing fee of up to \$7.50 to be charged, but the Library will only charge \$5. Carmichael asked if the license plate sticker renewal fee could also be paid by check. Coen and Smith replied that the Library will not accept checks for payment of the license plate fees, payment may only be made by cash or credit card.

Vote:

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

Nays: 0

Absent: Delano and Parikh -- 2

Motion passed

d. Board to consider a motion to approve the FY22 budget

Motion: Booth moved to approve the FY22 budget, Martens seconded.

Information: The FY22 budget was reviewed and discussed at special board meeting on March 25, 2021. It is presented for final approval.

Discussion: Coen presented the proposed budget, explaining the changes from the prior draft.

Vote:

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

Nays: 0

Absent: Delano and Parikh -- 2

Motion passed

11) Adjournment of Regular Session

Motion: Martens moved to adjourn Regular Session at 7:31 p.m., Carmichael seconded.

Discussion: None

Vote:

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

Nays: 0

Absent: Delano and Parikh -- 2

Motion passed

Respectfully submitted,

**Julie Olsen, Westmont Public Library Administrative Assistant
on behalf of Annie Delano, Westmont Public Library Board of Trustees, Secretary**