



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

JUNE 15, 2021

1) Call to Order

The meeting was called to order at 7:00 p.m. by Board President Jason Fichtel on Tuesday, June 15, 2021 at the Westmont Public Library.

2) Roll Call

Present: Secretary Heather Booth, Trustee Elaine Carmichael, Vice President Annie Delano, Treasurer Kerry 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) Approval of Consent Agenda

- a. Minutes of the regular board meeting: May 18, 2021
- b. Minutes of the finance committee meeting: May 18, 2021
- c. Communications log: June 2021
- d. Director's report: June 2021

Motion: Booth moved to approve the Consent Agenda, Parikh seconded.

Discussion: Coen provided context for the additional circulation report included in the Director's report.

Vote: All in favor

Motion passed

4) Open Forum:

- a. **Public:** Nothing.
- b. **Board:** Parikh announced that he expects to be moving out of the area in August or September. Booth is impressed by the upcoming teen program authors and the thoughtfulness of the design of the program; she is also impressed with ease the use of using the Library website on a mobile device. O'Connor has been using and appreciates the music downloads through Hoopla. Delano and her children are enjoying the summer reading program.
- c. **Director:** Coen will forward to the Board the email she received from the Friends of the Library regarding membership renewal and the Library programs they sponsored in the past year. The Village Board has requested to have a joint meeting with the Library Board, the Village Manager has provided a list of suggested dates, which she will forward to board members. Evening hours will be extended to 8pm on July 1 or 5, and will extend to 9pm when patron utilization indicates the need for the later closing, which she expects to be in August.
- d. **Staff:** Assistant Director Smith reported that the adult services staff will begin working at the new adult services desk on June 25, once the sneeze guards are delivered.

5) Additions and Deletions

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

Discussion:

Vote: All in favor

Motion passed

6) Treasurers Report

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

Discussion: None

Vote: All in favor

Motion passed

7) Bills and Salaries

Motion: Delano moved to approve Bills and Salaries Report, Parikh seconded.

Discussion: None

Vote:

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

Nays: 0

Absent: none

Motion passed

8) Unfinished Business: None.

9) New Business:

a. Board to consider a motion to approve the FY21 Illinois Public Library Annual Report

Motion: Delano moved to approve the FY21 Illinois Public Library Annual Report, Booth seconded.

Discussion: Coen explained the requirement to file and noted the changes to the report, highlighting those adjustments resulting from the pandemic. Delano asked if anything happens with the report data after it is filed. Coen answered that the capital needs assessment numbers are used to inform the needs of the public libraries and impact funding for per capita grants and other construction grants. Booth stated that it is also aggregated by the state and sent to the Institute of Museum and Library Services. Fichtel noted that some of the dates for the trustee term end dates are incorrect. Coen stated she would correct as necessary before filing.

Vote:

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

Nays: 0

Absent: 0

Motion passed

b. Board to interview candidate for Library Trustee vacancy

The trustees interviewed Trustee candidate Melissa Donoghue. Fichtel thanked Donoghue for her interest and informed her of the timing of the process going forward.

10) Executive Session: According to 5 ILCS 120/2(c)(3), the Board may move to go into executive session to discuss the selection of a person to fill a public office, as defined in the Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance.

Motion: Carmichael moved to enter Executive Session, Delano seconded.

Discussion: None

Vote:

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

Nays: 0

Absent: 0

Motion passed

11) Resume Open Session

The resumption of Open Session was called to order at 8:02 p.m. by Board President Jason Fichtel

Roll Call

Present: Secretary Heather Booth, Trustee Elaine Carmichael, Vice President Annie Delano, Treasurer Kerry O'Connor, Trustee Rajesh Parikh, and President Jason Fichtel.

Absent: None

12) New Business (continued)

b. Board to interview candidate for Library Trustee vacancy (continued)

Fichtel reported that the Board's intention is to appoint Donoghue as Trustee to fill the Board vacancy. The Board will vote at the July regular meeting to approve the appointment; if approved she will be sworn in and take office at the July regular meeting after the vote. Delano requested that a new business item be put on a future agenda to provide an opportunity for a discussion on filling an upcoming Board vacancy.

11) Adjournment:

Motion: Carmichael moved to adjourn at 8:05 p.m., Booth seconded.

All in favor

Motion passed

Respectfully submitted,

Heather Booth

Westmont Public Library Board of Trustees, Secretary