



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 REGULAR MEETING OF THE LIBRARY BOARD OF TRUSTEES

JULY 20, 2021

1) Call to Order

The meeting was called to order at 7:01 p.m. by Board President Jason Fichtel on Tuesday, July 20, 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, Manager of Patron & Materials Services Marcy Biala, and Administrative Assistant Julie Olsen

3) Pledge of Allegiance

4) Appointment of Melissa Donoghue to Library Board of Trustees

Motion: Booth moved to appoint Melissa Donoghue to Library Board of Trustees, Delano seconded

Discussion: None

Vote:

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

Nays: 0

Absent: none

Motion passed

5) Swearing in of appointed Trustee

Melissa Donoghue was sworn in as Trustee

6) Roll call of the new Library Board

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

Absent: none

Staff present: Director Julia Coen, and Administrative Assistant Julie Olsen

7) Approval of Consent Agenda

a. Minutes of the regular board meeting: June 15, 2021

b. Communications log: July 2021

c. Director's report: July 2021

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

Discussion: None

Vote: All in favor

Motion passed

8) Open Forum:

a. Public: None.

b. Board: Booth shared a piece from the Marketplace Morning Report from July 20, 2020 regarding the value of public libraries, she will forward the link to Coen to be forwarded on to the Board; she also encouraged the other Trustees to inform themselves of what is happening at the Niles Public Library. O'Connor participated in the first in person trivia night and complimented Collection Development Specialist Alex Carlson for his administration of the event. Donoghue thanked the Board for appointing her and stated that she is excited to be a Trustee.

c. Director: Coen reported that the joint Board meeting with the Village Board is planned for September 16 at 6pm. The public notice for bids for the parking lot resurfacing has been published. Two changes will be made to the parking lot to comply with current code: widening the parking spaces; and adjustments to the handicap accessible spaces including flattening the slope of the two north spaces, relocation of one of the south spaces, and elimination of the other south space. Bid opening will occur on August 11. The re-elected and appointed Trustees must take the State of Illinois Open Meetings Act training, however the training website was hacked, and is not yet back online. She will let the Trustees know when the training is available again.

d. Staff: None.

9) Additions and Deletions

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

Discussion:

Vote: All in favor

Motion passed

10) Treasurers Report

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

Discussion: Coen highlighted that the June property tax disbursement was received and it is reflected in the financials.

Vote: All in favor

Motion passed

11) Bills and Salaries

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

Discussion: Carmichael asked if the Doland Engineering invoice being charged to SWAN Accounts is correct. Olsen noted that this is a coding error, the correct account code is 70-4815, Special Reserves Parking Lot. She will contact Accounting to correct the coding. The Motion was amended to reflect the amended coding.

Vote:

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

Nays: 0

Absent: none

Motion passed

12) Unfinished Business: None

13) New Business:

a. Board to discuss process to fill upcoming Board vacancy position

The Trustees discussed how they became aware of previous open positions, and brainstormed ways to advertise open positions more broadly. They also confirmed the timeline for the application period for the upcoming expected vacancy, review of the applications, and interviews.

- 14) Executive Session:** According to 5 ILCS 120/2, each public body shall periodically, but no less than semi-annually, meet to review minutes of all closed meetings. At such meetings a determination shall be made, and reported in an open session that (1) the need for confidentiality still exists as to all or part of those minutes or (2) that the minutes or portions thereof no longer require confidential treatment and are available for public inspection.

Motion: Carmichael moved to adjourn to executive session at 7:45 p.m., Delano seconded.

Discussion: None

Vote:

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

Nays: 0

Absent: none

Motion passed

15) Resume Open Session

The resumption of Open Session was called to order at 7:57 p.m. by Board President Jason Fichtel

Roll Call

Present: Secretary Heather Booth, Trustee Elaine Carmichael, Vice President Annie Delano, Trustee Melissa Donoghue, 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

16) New Business (continued)

- b. The Library Board will report on the need for confidentiality for executive session minutes or if minutes or portions of minutes no longer require confidential treatment and are therefore available for public inspection.**

President Fichtel announced that the Library Board has determined the need for confidentiality of executive session minutes.

17) Adjournment:

Motion: Parikh moved to adjourn at 7:58 p.m., Carmichael seconded.

All in favor

Motion passed

Respectfully submitted,

Heather Booth

Westmont Public Library Board of Trustees, Secretary