



WESTMONT PUBLIC LIBRARY

428 N Cass Ave, Westmont, IL 60559
630 869 6150
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Providing the community with the keys to lifelong learning.

MINUTES OF THE REGULAR MEETING OF THE LIBRARY BOARD OF TRUSTEES AUGUST 17, 2021

1) Call to Order

The meeting was called to order at 7:00 p.m. by Board President Jason Fichtel on Tuesday, August 17, 2021 at the Westmont Public Library.

2) Roll Call

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

Absent: Trustee Rajesh Parikh

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

3) Pledge of Allegiance

4) Approval of Consent Agenda

- a. Minutes of the regular board meeting: July 20, 2021
- b. Communications log: July 2021
- c. Director's report: August 2021

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

Discussion: None

Vote: All in favor

Motion passed

5) Open Forum:

- a. **Public:** None.
- b. **Board:** Booth reported that she attended the Village of Westmont Board Meeting to share information about the Trustee vacancy. O'Connor enjoyed reading the Director's Report this month. Delano reported that she shared the Trustee vacancy announcement on several local Facebook groups. Carmichael reported that she shared the vacancy announcement with Rotary Club and shared the dates of several upcoming community events. Donoghue submitted the Trustees vacancy announcement for inclusion in the Westmont Chamber of Commerce e-news blast.
- c. **Director:** Coen will forward an email from the Illinois Attorney General to the Trustees with information on upcoming virtual OMA and FOIA training; this does not replace the required training for new Trustees which is still on hold until the website is back up, but might provide a good refresher. She also shared that The President of The Friends of the Library reminded the Trustees that they are welcome to join the Friends. Coen reported that the Trustees' names will return to the Library newsletter in the winter edition, they have been removed for space considerations in the most recent newsletters.
- d. **Staff:** None.

6) Additions and Deletions

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

Discussion:

Vote: All in favor

Motion passed

7) Treasurers Report

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

Discussion: Carmichael asked for the clarification of the receipts that are included the Fines and Fees and Memorials and Donations. Olsen listed all services that are included in the fines and fees revenue line.

Vote: All in favor

Motion passed

8) Bills and Salaries

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

Discussion:

Vote:

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

Nays: 0

Absent: Parikh -- 1

Motion passed

9) Unfinished Business: None.

10) New Business:

a. Board to award the bid for the parking lot resurfacing project to J&R 1st in Asphalt, Inc. in the amount of \$81,287.15 from special reserves

Motion: O'Connor moved to award the bid for the parking lot resurfacing project to J&R 1st in Asphalt, Inc. in the amount of \$81,287.15 from special reserves, Carmichael seconded.

Discussion: Coen shared the details of the bidding process, including the vetting of J&R 1st in Asphalt, Inc., who is the lowest bidder. Coen reported that Indian Prairie Public Library recently used J&R Asphalt and provided positive feedback. Booth stated that she really appreciates the guidance, expertise, and assistance provided by Justin Pathmann of REthink Owners Solutions during this process. O'Connor asked if all of the contractors working on the project are under separate contracts. Coen confirmed that yes, there are separate contracts for each of the companies.

Vote:

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

Nays: 0

Absent: Parikh -- 1

Motion passed

b. Board to approve a contingency amount not to exceed \$22,000 from special reserves for the parking lot resurfacing project based on alternate bid amounts from J&R 1st in Asphalt, Inc.

Motion: Delano moved to approve a contingency amount not to exceed \$22,000 from special reserves for the parking lot resurfacing project based on alternate bid amounts from J&R 1st in Asphalt, Inc., Booth seconded.

Discussion: Coen explained the reasoning behind the alternate bid amounts and that the scope of the contingency work will be determined by the engineer. O'Connor asked about the timing of the work. Coen responded that the goal of the contractor would be to complete the asphalt work in 2 days, and that scheduling is weather dependent; there may be some closure of the library for safety reasons. Fichtel asked if Coen had spoken with the police or the health

department about using their parking for those days. Coen said that she will. Booth asked if conduit would be placed during construction for future electric car charging stations. Coen reported that The Village of Westmont Environmental Improvement Committee is currently creating guidelines for installation of charging stations, and that it does not make financial sense to install the conduit until those guidelines are established.

Vote:

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

Nays: 0

Absent: Parikh -- 1

Motion passed

11) Adjournment:

Motion: Delano moved to adjourn at 7:25 p.m., Booth seconded.

All in favor

Motion passed

Respectfully submitted,

Heather Booth

Westmont Public Library Board of Trustees, Secretary