



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

SEPTEMBER 21, 2021

1) Call to Order

The meeting was called to order at 7:01 p.m. by Board President Jason Fichtel on Tuesday, September 21, 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: none

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: August 17, 2021
- b. Communications log: August 2021
- c. Director's report: September 2021

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

Discussion: None

Vote: All in favor

Motion passed

5) Open Forum:

- a. **Public:** None.
- b. **Board:** O'Connor congratulated Olsen on her 2 years with the Library, and thanked A. Litwin and the Youth Services Department for helping him efficiently print, laminate, and 3 hole punch a project. Delano noted that the parking lot looks fantastic. Carmichael announced upcoming Village of Westmont and Rotary events. Donoghue is excited to see the number of applicants for the open Trustee position.
- c. **Director:** Coen provided an update on the completed parking lot project, and shared that the Library will participate in the Westmont Holly Days Parade. As part of the Village of Westmont 100 Anniversary, the Library will host a birthday party on November 7.
- d. **Staff:** Smith announced that Monarch Fest was the previous weekend and was a success; and that we have hired Amanda Smith as a new assistant librarian in adult services, this hire fills the adult services team.

6) Additions and Deletions

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

Discussion:

Vote: All in favor

Motion passed

7) Treasurers Report

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

Discussion:

Vote: All in favor

Motion passed

8) Bills and Salaries

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

Discussion: Carmichael asked if we are now paying for natural gas. Coen explained that the franchise agreement changed so that each year a lump sum is paid to the Village, which is then proportionally paid to the Library at the end of the year and shows up as revenue in the budget. Our natural gas bills are offset by this franchise income plus an additional budgeted amount.

Vote:

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

Nays: 0

Absent: none

Motion passed

9) Unfinished Business:

None.

10) New Business:

a. Board to consider a motion to approve of the Makery Services Policy

Motion: Delano moved to approve the Makery Services Policy, Carmichael seconded.

Discussion: Booth reported the committee recommends approving the policy as written with one change for priority to Westmont residents.

Vote:

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

Nays: 0

Absent: none

Motion passed

b. Board to consider a motion to approve of the Bloodborne Pathogen Policy

Motion Delano moved to approve the Bloodborne Pathogen Policy, Carmichael seconded.

Discussion: Booth reported that the committee recommends the policy be approved as written.

Vote:

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

Nays: 0

Absent: none

Motion passed

c. Board to consider a motion to approve of the Travel Reimbursement Policy

Motion Delano moved to approve the Travel Reimbursement Policy, Carmichael seconded.

Discussion: Booth reported that the committee recommends the policy be approved as written.

Vote:

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

Nays: 0

Absent: none

Motion passed

d. Board to consider a motion to approve of the Library Use and Conduct Policy

Motion Delano moved to approve the Library Use and Conduct Policy, Carmichael seconded.

Discussion: Booth reported the committee is recommending the policy as written with one change so that people must have prior approval from the Library Director or their designee before distributing any material at the Library.

Vote:

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

Nays: 0

Absent: none

Motion passed

e. Board to consider a motion to approve of the transfer of FY21 surplus funds to the special reserves fund for an amount of \$89,869.

Motion O'Connor moved to approve the transfer of FY21 surplus funds to the special reserves fund for an amount of \$89,869, Booth seconded.

Discussion: Coen explained how the surplus is calculated based on our Fund Balance Policy. Per policy we keep 30% of this year's budget in the general fund. The detailed breakdown of the surplus amounts from last year's budget will be provided at the October Finance Committee Meeting.

Vote:

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

Nays: 0

Absent: none

Motion passed

11) Executive Session

5ILCs 120/2

The selection of a person to fill a public office, as defined in this 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 public office, when the public body is given power to remove the occupant under law or ordinance.

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

Discussion:

Vote:

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

Nays: 0

Absent: none

Motion passed

12) Resume Open Session

The resumption of Open Session was called to order at 8:37 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, and President Jason Fichtel.

Absent: None

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

13) New Business (continued)

- f. **Booth announced that the Board will hold a special meeting on Tuesday, October 5, 2021 at 7 pm to interview candidates for the Library Trustee vacancy.**

14) Adjournment:

Motion: Carmichael moved to adjourn at 8:39 p.m., Donoghue seconded.

All in favor

Motion passed

Respectfully submitted,

Heather Booth

Westmont Public Library Board of Trustees, Secretary