



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 OCTOBER 19, 2021

1) Call to Order

The meeting was called to order at 7:00 p.m. by Board President Jason Fichtel on Tuesday, October 19, 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, Manager of Patron & Materials Services Marcy Biala, and Administrative Assistant Julie Olsen

3) Pledge of Allegiance

4) Appointment of Joanne O'Malley to Library Board of Trustees

Motion: Booth moved to appoint Joanne O'Malley to Library Board of Trustees, Carmichael seconded

Discussion: None

Vote:

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

Nays: 0

Absent: none

Motion passed

5) Swearing in of Joanne O'Malley Trustee

Joanne O'Malley was sworn in as Trustee by Biala.

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 Joanne O'Malley, and President Jason Fichtel.

Absent: none

7) Approval of Consent Agenda

- a. Minutes of the regular board meeting September 21, 2021
- b. Minutes of the policy committee meeting September 21, 2021
- c. Minutes of the special board meeting October 5, 2021
- d. Communications log: September 2021

e. Director's report: October 2021

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

Discussion: None

Vote: All in favor

Motion passed

8) Open Forum:

a. **Public:** None

b. **Board:** Booth welcomed O'Malley and expressed pleasure at being a full board. O'Connor congratulated Alex Carlson for 6 years with the Library. Delano welcomed O'Malley and is excited to have her on the Board. Carmichael echoed Booth and Delano's sentiments and noted that there are many Village sponsored activities occurring over the upcoming weekend. Donoghue welcomed O'Malley to the Board.

c. **Director:** Coen encouraged the Trustees to let her know if they are interested in representing the Library in the Pumpkin Smashing event this weekend. She stated that the Library is scheduled to be closed on November 11, as ComEd will be performing work that requires service to be shut off. Coen shared that there was recent discussion on social media about pornography in the Library. Coen stated for the record that pornography is not allowed on computers at the Library and we do not select material for the collection that is pornographic in nature.

d. **Staff:** Smith provided details of the Library's November 7 birthday celebration for the Village of Westmont's 100 year anniversary. Staff are making a miniature Village of Westmont model that patrons can contribute to, using materials provided at the Library through Makery Programs and take home kits.

9) Additions and Deletions

Motion: Booth moved to include Additions and Deletions with Bills and Salaries, Delano 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 stated that due to supply chain delays from the book publishers, our collection budgets are underspent for this time of year. Staff are continuing to work hard to place orders as quickly as possible.

Vote: All in favor

Motion passed

11) Bills and Salaries

Motion: O'Connor moved to approve Bills and Salaries Report, Booth seconded.

Discussion: Carmichael asked about the coding for RETHink Owner Solutions invoice. Coen and Olsen stated that the account codes for special reserves had previously been set up so "parking lot repair" was used for the resurfacing project.

Vote:

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

Nays: 0

Absent: none

Motion passed

12) Unfinished Business: None

13) New Business:

a. **Board to consider a motion to approve FY23 levy request resolution in the amount of \$2,144,266**

Information: Per the Illinois Local Library Act, the Library Board must approve a tax levy request to fund its upcoming fiscal year. Once approved, it is submitted to the Village of Westmont for inclusion in their tax levy ordinance.

Motion: Delano moved to approve the FY23 levy request in the amount of \$2,144,266, Donoghue seconded.

Discussion: Coen explained the process for determining the tax levy and how this informs the budget. The amount that the levy will be increased is equal to CPI plus new development. CPI is 1.4%, we anticipate new development to bump this up to 1.7%. The County will notify the Library in March what the actual increase amount will be.

Vote:

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

Nays: 0

Absent: 0

Motion passed

b. Board to consider a motion to approve holiday closures in calendar year 2022

Motion O'Connor moved to approve the calendar year 2022 holiday closures, Booth seconded.

Discussion: Coen presented the list of closures for calendar year 2022, as outlined in the personnel policy.

Vote:

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

Nays: 0

Absent: none

Motion passed

c. Discussion of the Library's strategic plan for the upcoming year/s

Discussion: Coen presented the outline of the steps that the management team will take to develop an updated strategic plan and measures to evaluate the Library's performance in meeting the needs of the community. Booth asked what the plans are to reach residents who do not use the Library. Coen responded that the current idea is to have staff work with community partners and asking them to include links to/copies of the surveys in their communications. Carmichael asked if the survey would be included in the newsletter. Coen responded yes. Donoghue asked if the surveys would be anonymous. Coen explained that yes, overall the surveys will be anonymous, though we may ask if the respondent is a resident or if they live north or south of the tracks. Booth asked if there was any other support the Board could provide through the process. Coen said she would think about that and communicate with the Board if they can help further.

d. Board to consider a motion to approve the destruction of executive session recordings from January 15, 2019, February 19, 2019, July 16, 2019, January 21, 2020, and February 18, 2020

Motion Delano moved to approve the destruction of executive session recordings from January 15, 2019, February 19, 2019, July 16, 2019, January 21, 2020, and February 18, 2020, O'Connor seconded.

Discussion: Coen stated that we have approved minutes from these meetings and they are older than 18 months.

Vote:

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

Nays: 0

Absent: none

Motion passed

14) Adjournment:

Motion: Delano moved to adjourn at 7:30 p.m., Carmichael seconded.

All in favor

Motion passed

Respectfully submitted,

Heather Booth

Westmont Public Library Board of Trustees, Secretary