



## 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

NOVEMBER 16, 2021

#### 1) Call to Order

The meeting was called to order at 7:00 p.m. by Board President Jason Fichtel on Tuesday, November 16, 2021 at the Westmont Public Library.

#### 2) Roll Call

**Present:** Secretary Heather Booth, Trustee Elaine Carmichael, Trustee Melissa Donoghue, Treasurer Kerry O'Connor, Trustee O'Malley, 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 October 19, 2021
- b. Minutes of the finance committee meeting October 19, 2021
- c. Communications log: October 2021
- d. Director's report: November 2021

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

**Discussion:** None

**Vote:** All in favor

**Motion passed**

#### 5) Open Forum:

- a. **Public:** None
- b. **Board:** Secretary Booth mentioned that she is really enjoying the new SWAN catalog and she was pleased to see the teen volunteer opportunities listed in the Newsletter. Trustee Carmichael wished everyone a Happy Thanksgiving. President Fichtel reported that he and Director Coen attended the Westmont anniversary celebration and submitted the Library's contribution to the time capsule, that Annie Delano has moved and officially resigned from the Board, and that he anticipates that at the December meeting, the Board will vote to approve the appointment of Beth Krotiak to replace Delano.
- c. **Director:** Coen reported that the patron surveys have been sent out, and she would appreciate if the Trustees encourage participation. The ComEd upgrade work scheduled to occur on November 11 has been rescheduled for December 11; ComEd has promised to provide a generator so that the Library can remain open. The Westmont Holly Days parade is December 4, staff will be marching in it and handing out stickers, and Trustees are invited to participate with staff.

- d. **Staff:** Smith announced that Westmont Reads will begin December 1, this year our goal is for 1,000 books read in total by patrons, every book read gets a raffle entry, prizes will be drawn monthly. Westmont Creates is underway, patrons may pick up supplies to make houses for the mini Westmont. Westmont Writes has also started.

**6) Additions and Deletions**

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

**Discussion:** None

**Vote:** All in favor

**Motion passed**

**7) Treasurers Report**

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

**Discussion:** None

**Vote:** All in favor

**Motion passed**

**8) Bills and Salaries**

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

**Discussion:** Carmichael noted that the Interlibrary Loans Replacements bill payable to SWAN was high. Smith explained that we periodically receive a large invoice when one of our patrons loses a number of items from another Library. We then have to reimburse that Library for the lost items.

**Vote:**

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

Nays: 0

Absent: none

**Motion passed**

**9) Unfinished Business: None**

**10) New Business:**

**a. Board to consider a motion to approve the FY21 audit and management letter**

**Information:** Sikich has conducted our annual audit and presented the final report and management letter. Once approved, the audit will be available on our website and uploaded to the State Comptroller website as required by law.

**Motion:** O'Connor moved to approve the FY21 audit and management letter, Carmichael seconded.

**Discussion:** Coen noted that there are no surprises in the reports. Spencer Parker, Village of Westmont Assistant Village Manager, noted that in the management letter the auditors state that they encountered no difficulties with the audit or disagreements with management, both comments indicate that the auditors have confidence in the Library's financial processes and controls. Parker also highlighted various line items in the financial statements that indicate that the Library is in sound financial shape, and continuing to save money for future capital expenditures. The auditors state that in their opinion the financial statements are presented fairly in all material respects, which is the highest level of opinion that the accounting firm can give.

**Vote:**

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

Nays: 0

Absent: 0

**Motion passed**

**b. Board to consider a motion to approve the FY22 Per Capita Grant application**

**Information:** The deadline for the grant application is January 15, 2022. To be eligible, the Library must provide library services that either meet or show progress toward meeting the standards listed in Serving Our Public 4.0: Standards for Illinois Public Libraries, and levy a tax for library purposes at the level identified in statute.

**Motion:** Booth moved to approve the FY22 Per Capita Grant application, Carmichael seconded.

**Discussion:** Coen stated that the application is the same as last year. The Library meets all the standards as outlined in Serving Our Public. As in prior years, the intended use of grant funds will be for facility improvements.

**Vote:**

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

Nays: 0

Absent: none

**Motion passed**

**c. Board to consider a motion to reschedule the December 21, 2021 regular Board meeting to December 14, 2021**

**Motion:** Booth moved to reschedule the December 21, 2021 regular Board meeting to December 14, 2021, O'Connor seconded.

**Discussion:** The Trustees discussed which dates each of them are available. It was decided that December 14 was preferred for various reasons.

**Vote:**

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

Nays: 0

Absent: none

**Motion passed**

**14) Adjournment:**

**Motion:** O'Connor moved to adjourn at 7:32p.m., Booth seconded.

**All in favor**

**Motion passed**

**Respectfully submitted,**

**Heather Booth**

**Westmont Public Library Board of Trustees, Secretary**