



## 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 JANUARY 18, 2022

#### 1) Call to Order

The meeting was called to order at 7:00 p.m. by Board President Jason Fichtel on Tuesday, January 18, 2022 remotely as permitted under Public Act (P.A.) 101-0640. Fichtel has determined that an in person meeting is not practical or prudent because of the public health disaster declaration in Illinois. In accordance with OMA Guidelines, some staff are present at the Library in case members of the public want to attend in person. This virtual meeting is also available to the public via an online live platform and the recording will be posted on the website. All votes at this meeting will be roll call votes.

#### 2) Roll Call

**Present:** Secretary Heather Booth, Vice President Elaine Carmichael, Trustee Melissa Donoghue, Trustee Beth Krotiak, Treasurer Kerry O'Connor, Trustee Joanne O'Malley, and President Jason Fichtel

**Absent:** none

**Staff present:** Director Julia Coen, Assistant Directory Brittany Smith, and Administrative Assistant Julie Olsen

#### 3) Pledge of Allegiance

#### 4) Approval of Consent Agenda

- a. Minutes of the regular board meeting: December 14, 2021
- b. Communications log: December 2021
- c. Director's report: January 2022

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

**Discussion:** Coen highlighted the circulation statistics included in the Director's report, stating that more than half of the reduction in overall circulation is due to the reduction in the borrowing of DVD's. Booth noted that it is very heartening to see the numbers indicating usage of the library is coming back in a big way as compared to 2020. Carmichael thanked Coen for including the statistics and asked if ebooks are included in the statistics. Coen stated that digital circulation statistics are included in their appropriate format category. Coen also shared that marketing is using the statistics to customize promotional efforts.

**Vote:**

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

Nays: 0

Absent: none

**Motion passed**

#### 5) Open Forum:

a. **Public:** None

b. **Board:** Booth stated she loves her new Library tote bag and that she hopes everyone had a chance to read the article from Library Journal recognizing all library workers as the librarians of the year, she agrees with the sentiments and

thanks the staff for everything they've done over the past 2 years and for doing it with grace and kindness. Fichtel seconded Booth's remarks. Krotiak thanked Coen for giving her the tour of the Library and answering her questions. Donoghue congratulated Carmichael for being elected Vice President and Krotiak on her appointment to the Board. O'Malley echoed Booth's comments on kudos to the Library staff. O'Connor upgraded his TV with an Amazon fire stick, allowing him to use hoopla to download and watch a movie only available through hoopla; he was very happy with how easy and user friendly it was to access the material with his Library account. Carmichael welcomed Krotiak to the Board.

- c. **Director:** Coen reported that the ComEd scheduled work was postponed once again.
- d. **Staff:** Smith stated that Adult Librarian Natalie DeJonghe will be at the February board meeting to report on the local newspaper digitization project.

#### 6) Additions and Deletions

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

**Discussion:**

**Vote:**

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

Nays: 0

Absent: none

**Motion passed**

#### 7) Treasurers Report

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

**Discussion:** None

**Vote:**

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

Nays: 0

Absent: none

**Motion passed**

#### 8) Bills and Salaries

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

**Discussion:** None

**Vote:**

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

Nays: 0

Absent: none

**Motion passed**

#### 9) Unfinished Business: None

#### 10) New Business:

##### a. Board to consider a motion to approve the Confidentiality of Patron Records Policy

**Motion:** Booth move to approve the Confidentiality of Patron Records Policy, Donoghue seconded.

**Discussion:** Booth reported that the committee recommends the policy be approved as written with no changes.

**Vote:**

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

Nays: 0

Absent: none

**Motion passed**

**b. Board to consider a motion to approve the Social Media Policy**

**Motion:** Booth move to approve the Social Media Policy, Carmichael seconded.

**Discussion:** Booth reported that the committee recommends that the policy be approved as written with the addition of the language “or report to the relevant authorities” to the third sentence of the paragraph under the Public Comment Policy heading.

**Vote:**

Ayes: Booth, Carmichael, Donoghue, Krotiak, O’Connor, O’Malley, and Fichtel -- 7

Nays: 0

Absent: none

**Motion passed**

**c. Board to consider a motion to approve the Meeting Room Use Policy**

**Motion:** Booth moved to approve the Meeting Room Use Policy, O’Connor seconded.

**Discussion:** Booth reported that the committee recommends that the policy be approved as written with the addition of a bullet point under Guidelines that has the same language that was added to the Library Use and Conduct Policy: “compliance with reasonable rules that are enacted to secure the health and safety of staff and patrons.”

**Vote:**

Ayes: Booth, Carmichael, Donoghue, Krotiak, O’Connor, O’Malley, and Fichtel -- 7

Nays: 0

Absent: none

**Motion passed**

**d. Board to consider a motion to approve the proposal from Product Architecture + Design for the second floor master plan in an amount not to exceed \$6,000 from special reserves**

**Motion:** Carmichael moved to approve the proposal from Product Architecture + Design for the second floor master plan in an amount not to exceed \$6,000 from special reserves, Booth seconded.

**Discussion:** Coen stated that Product Architecture is the firm that staff worked with for the first floor renovation and explained the scope of the work and the deliverables that this fee would cover. Booth asked if staff has any big changes that they would like to see with the renovation. Coen responded yes and detailed some of the changes staff have requested. Krotiak asked if it is typical that this type of expense would come out of capital reserves. Coen responded yes, this is typically how we have done it; generally, anything that we have identified as part of our capital outlay plan is paid out of special reserves. O’Connor stated that he would be abstaining from the vote because he has worked with Product Architecture + Design at his job.

**Vote:**

Ayes: Booth, Carmichael, Donoghue, Krotiak, O’Malley, and Fichtel -- 6

Nays: 0

Abstentions: O’Connor -- 1

Absent: none

**Motion passed**

**e. Discussion of the Library Director’s annual review process**

**Discussion:** President Fichtel provided an overview of the process. He also asked Board members if they have anything specific they’d like to see as part of the process. Coen shared the items that she typically provides in her report to the Board. O’Connor requested that Coen provide her thoughts on what distinguishes Westmont Library from other libraries in the area and what role she has played in establishing those. Booth asked if Coen and Smith think that staff have the bandwidth to answer the upward evaluation surveys this year. Both responded yes and stated that staff

always have the option to not respond. Donoghue asked if there is typically a good response rate from staff. Booth said yes, all direct reports respond, and the majority of other staff also respond.

**11) Board to consider a motion to move into Executive Session and adjourn regular session**

**Motion:** Booth moved to adjourn regular session and enter executive session at 7:46 p.m in accordance with 5 ILCS 120/2, to review previous executive session minutes so a determination can be made 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. Donoghue seconded.

**Discussion:** None

**Vote:**

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

Nays: 0

Absent: none

**Motion passed**

**Respectfully submitted,**

**Heather Booth**

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