



WESTMONT PUBLIC LIBRARY

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

MINUTES OF THE REGULAR MEETING OF THE LIBRARY BOARD OF TRUSTEES MARCH 29, 2022

1) Call to Order

The meeting was called to order at 7:00 p.m. by Board President Jason Fichtel on Tuesday, March 29, 2022 at the Westmont Public Library.

2) Roll Call

Present: Vice President Elaine Carmichael, Trustee Melissa Donoghue, Trustee Beth Krotiak, Trustee Joanne O'Malley, and President Jason Fichtel

Absent: Secretary Heather Booth and Treasurer Kerry O'Connor

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 February 15, 2022
- b. Minutes of the finance committee meeting February 15, 2022
- c. Communications log February 2022
- d. Director's report March 2022

Motion: O'Malley moved to approve the Consent Agenda, Donoghue seconded.

Discussion: Krotiak noted the increase in website visits. Coen provided context for the types of visits that occurred during the height of the pandemic versus now when the library is returning to a more typical service model and programming schedule. Fichtel asked about the status of the assistant director search. Coen stated that the posting closed on March 25, and that phone interviews would occur the week of April 4; she anticipates that the position will be filled at the end of May or June.

Vote: All in favor

Motion passed

5) Open Forum:

- a. **Public:**
- b. **Board:** Krotiak participated in the ILA trustee training, felt it was time well spent and will attend the next training session. Krotiak shared a story regarding a co-workers mom, a Library patron, who was thankful for the Library remaining open, providing curbside service, and a good selection of large print books to help her through the pandemic. Donoghue participated in the Attorney General's online training on the Open Meetings Act. Fichtel reminded the Trustees to submit the required Statement of Economic Interest by May 2.
- c. **Director:** Coen stated that ComEd is scheduled to perform the upgrade work this Saturday. They will provide a generator. A second day will be needed to switch over to the upgrades, that date is to be determined.

d. **Staff:** Nothing.

6) Additions and Deletions

Motion: Krotiak moved to include Additions and Deletions with Bills and Salaries, O'Malley seconded.

Discussion:

Vote: All in favor

Motion passed

7) Treasurer's Report

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

Discussion: None

Vote: All in favor

Motion passed

8) Bills and Salaries

Motion: Donoghue moved to approve Bills and Salaries Report, Carmicheal seconded.

Discussion: Carmichael asked for an explanation of prepaid expenses. Coen explained that the line item is for goods and services that will be provided in the next fiscal year, but that we prepay. Krotiak asked what the invoice to Recycle Away was for. Coen stated it was for fourteen recycling and waste bins.

Vote:

Ayes: Carmichael, Donoghue, Krotiak, O'Malley, and Fichtel -- 5

Nays: 0

Absent: Booth and O'Connor -- 2

Motion passed

9) Unfinished Business: None

10) New Business:

a. Board to review and discuss the FY23 draft budget

Discussion: Coen presented the draft budget pointed everyone's attention to the detailed notes related to each budget line. Krotiak asked how the levy process works. Spencer Parker, Village of Westmont Assistant Village Manager and Finance Director explained the process. Fichtel asked for clarification on captured lost revenue due to appeals. Coen explained that the County calculates the amount and lists it as the "total non cap funds" on the levy worksheet. Donoghue asked for confirmation that the renovation of the 2nd floor will be coming from Special Reserves and not the operating budget. Coen confirmed that is correct. Krotiak asked if there would be any additional costs that may be incurred due to the renovation that should be included in the operating budget. Coen described how renovations have been done in the past and that all costs associated with the project will be covered in the project budget that the Board will approve from special reserves.

b. Board to consider a motion to approve the 2021 final levy in the amount of \$2,090,910

Motion: Carmichael moved to approve the 2021 final levy in the amount of \$2,090,910, O'Malley seconded.

Discussion: Coen presented information on the historical levy and the cost to a taxpayer for an average \$300,000 home.

Vote:

Ayes: Carmichael, Donoghue, Krotiak, O'Malley, and Fichtel -- 5

Nays: 0

Absent: Booth and O'Connor -- 2

Motion passed

- c. **Board to consider a motion to approve the Library Director's compensation increase of 4% for an annual salary of \$112,310**

Motion: Carmichael moved to approve the Library Director's compensation increase of 4% for an annual salary of \$112,310, Krotiak seconded.

Discussion: None

Vote:

Ayes: Carmichael, Donoghue, Krotiak, O'Malley, and Fichtel -- 5

Nays: 0

Absent: Booth and O'Connor -- 2

Motion passed

- d. **Board to consider a motion to approve the replacement of the condenser coil on the chiller for an amount of \$11,000 from special reserves**

Motion: Donoghue moved to approve the replacement of the condenser coil on the chiller for an amount of \$11,000 from special reserves, Krotiak seconded.

Information: This was not budgeted in FY22 but is a repair necessary for chiller operation this spring

Discussion: Coen stated that she talked to our HVAC representative about the chiller's general performance and it is expected that outside of some routine repairs and maintenance that it should last another 5-6 years. We have a replacement scheduled on the capital outlay plan in that same timeframe.

Vote:

Ayes: Carmichael, Donoghue, Krotiak, O'Malley, and Fichtel -- 5

Nays: 0

Absent: Booth and O'Connor -- 2

Motion passed

- e. **Board to review and discuss the architect's proposed layout for the youth and teen services renovation project**

Discussion: Coen shared the proposed layout, highlighting the areas with the most significant changes and how those address staff and patron needs. Carmichael asked if making the pre-school area more open and the teen area more enclosed is desirable. Coen responded that this is the trend to have the pre-school area more open, and the goal was to have a space where the teens would feel more separated, but being supervised with the staff work area next to the teen area. Krotiak asked if there was anything that staff wanted but didn't get with this plan. Coen responded more space, but that overall this plan works well. Coen provided an overview of next steps in the planning process.

11) Adjournment:

Motion: O'Malley moved to adjourn at 8:02 p.m., Donoghue seconded.

All in favor

Motion passed

Respectfully submitted,

Heather Booth

Westmont Public Library Board of Trustees, Secretary