



WESTMONT PUBLIC LIBRARY

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Providing the community with the keys to lifelong learning.

MINUTES OF THE REGULAR MEETING OF THE LIBRARY BOARD OF TRUSTEES SEPTEMBER 20, 2022

1) Call to Order

The meeting was called to order at 7:01 p.m. by Board President Jason Fichtel on Tuesday, September 20, 2022 at the Westmont Public Library.

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, President Jason Fichtel

Absent: None.

Staff present: Director Julia Coen, Assistant Director Colleen Seisser, Administrative Assistant Michelle Mahlan, and Assistant Village Manager Spencer Parker.

3) Pledge of Allegiance

4) Approval of Consent Agenda

a. Minutes of the regular board meeting August, 16 2022

b. Communications log August 2022

c. Director's report September 2022

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

Discussion: No Discussion

Vote: All in favor

Motion passed

5) Open Forum:

a. **Public:** Spencer Parker - no updates.

b. **Board:** Booth welcomed board members to attend three upcoming home football games at Westmont High School. O'Connor expressed his excitement about the Library's Trivia program at Zazzos and noted that Alex Carlson is great as the Trivia Night host. O'Connor asked for clarification of the term "EDI" in the Librarian's Report. Coen clarified that EDI stands for Equity/Diversity/Inclusion. Carmichael invited trustees to the Chamber Open House at Ty Warner on September 21. Beth Krotiak attended the Illinois Library Presents program featuring Marlee Matlin and said it was worthwhile. Coen noted that only those who attended can re-watch the recording. Krotiak asked if Westmont participated in the Big Read. Coen noted that historically, Westmont was a part of the Big Read with other neighboring communities. Krotiak mentioned a nationwide Big Read program through the National Endowment for the Arts Book Association. Per Seisser, the Big Read has been replaced with Westmont Reads - a program that encourages patrons to read outside their comfort zone. Coen said she will direct staff to look into the nationwide Big Read.

- c. Director:** The staff in-service is scheduled for September 30 and the Library will be closed. Com-Ed did complete the upgrade to the Library the weekend of September 17-18. Westmont Public Library will be an early voting site for the upcoming consolidated and general elections. Since the voting hours are longer than the Library service hours, staff will shift their hours to open the building. Donoghue inquired if this is a financial commitment with the extension of the Library hours, and Coen noted that staff will adjust their schedules accordingly and not accrue additional hours. Coen noted that the ILA conference is coming up in October and included session information in the board packet. Fichtel noted that he attended the conference in years past and especially enjoyed the tradeshow and keynote speakers. Coen brought carpet samples to show the color scheme selected for the second floor renovations to begin this fall. Coen reminded the board that election packets are available in the Village Clerk's office. A number of seats will be open on the Board in 2023 including (4) 4 - year terms and (2) 2-year terms.
- d. Staff:** Colleen shared that the Monarch Festival was last weekend with over 150 attendees. She invited Luke from the Park District to the recent programming meeting to meet our programming staff. Colleen noted that she and Marcy Bialla will be attending the citizens police academy this fall. Michelle shared that she is tasked with identifying a more streamlined process for magazine subscriptions.

6) Additions and Deletions

Motion: Carmicheal moved to include Additions and Deletions with Bills and Salaries, Krotiak seconded.

Discussion: None

Vote: All in favor

Motion passed

7) Treasurer's Report

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

Discussion:

Vote: All in favor

Motion passed

8) Bills and Salaries

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

Discussion: Baker & Taylor technical issues have not significantly impacted our book orders. Materials are shipping again and invoices are being reconciled.

Vote:

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

Nays: 0

Motion passed

9) Unfinished Business: None

10) New Business:

a. Board to consider a motion to approve the Volunteer Policy

Motion: Booth moved to approve the Volunteer Policy, Carmicheal seconded.

Discussion: Booth noted that this revision eliminates "community service worker" sections since we no longer offer court mandated community service hours to individuals.

Vote:

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

Nays: 0

Motion passed

- b. Board to consider a motion to approve the Interlibrary Loan Policy**
Motion: Donoghue moved to approve the Interlibrary Loan Policy, Krotiak seconded.
Discussion: Booth noted that there are only a few changes in this revision to reflect current practices.
Vote:
Ayes: Booth, Carmichael, Donoghue, Krotiak, O'Connor, O'Malley, Fichtel – 7
Nays: 0
Motion passed
- c. Board to consider a motion to approve the Photography and Recordings Policy**
Motion: Booth moved to approve the Photography and Recordings Policy, O'Malley seconded.
Discussion: Booth noted that the Policy Committee agreed to recommend this revision as presented.
Vote:
Ayes: Booth, Carmichael, Donoghue, Krotiak, O'Connor, O'Malley, Fichtel – 7
Nays: 0
Motion passed
- d. Board to consider a motion to approve the Library Use and Conduct Policy**
Motion: Booth moved to approve the Library Use and Conduct Policy, O'Malley seconded.
Discussion: Booth noted that the bullet points will be numbered, that the words “staff deem” will be added to make it clear that staff determine if any odors may be disruptive to other patrons. Additionally, the clause about age restrictions in the youth and teen services department will be removed.
Vote:
Ayes: Booth, Carmichael, Donoghue, Krotiak, O'Connor, O'Malley, Fichtel – 7
Nays: 0
Motion passed
- e. Board to consider a motion to approve the destruction of executive session recordings from July 21, 2020 and January 19, 2021, and February 16, 2021**
Motion: Booth moved to approve the destruction of executive session recordings from July 21, 2020, January 19, 2021, and February 16, 2021, Krotiak seconded.
Discussion: Coen noted that executive session recordings are considered for destruction only after minutes are approved and once the sessions are 18 months or older.
Vote:
Ayes: Booth, Carmichael, Donoghue, Krotiak, O'Connor, O'Malley, Fichtel – 7
Nays: 0
Motion passed
- f. Board to consider a motion to approve the transfer of FY22 surplus funds to the special reserves fund for an amount of \$45,679**
Motion: Krotiak moved to approve the transfer of the FY22 surplus funds to the special reserves fund, Booth seconded.
Discussion: Coen explained that the auditor's draft balance sheet included in the packets provides us with the unassigned balance for the general fund as of April 30, 2022. This allows us to calculate the amount of surplus to transfer to special reserves based on the Fund Balance Policy. Coen noted that this amount is not the actual surplus amount from FY22 - detailed information on under and over expended budget lines will be provided at the finance committee meeting next month. The revised capital outlay plan will also be presented at the finance committee meeting with the new surplus amount factored into the calculations.
Vote:
Ayes: Booth, Carmichael, Donoghue, Krotiak, O'Connor, O'Malley, Fichtel – 7

Nays: 0

Motion passed

11) Adjournment:

Motion: Carmichael moved to adjourn at 7:48 p.m., Donoghue seconded.

All in favor

Motion passed

Respectfully submitted,

Heather Booth

Westmont Public Library Board of Trustees, Secretary