



WESTMONT PUBLIC LIBRARY

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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 15, 2022

1) Call to Order

The meeting was called to order at 7:01 p.m. by Board President Jason Fichtel on Tuesday, November 15, 2022 at the Westmont Public Library.

2) Roll Call

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

Absent: None

Also present: Assistant Village Administrator Spencer Parker and Director of Finance Jamie Cunningham

Staff present: Director Julia Coen, Assistant Director Colleen Seisser, and Administrative Assistant Michelle Mahlan

3) Pledge of Allegiance

4) Approval of Consent Agenda

- a. Minutes of the regular board meeting October 18, 2022
- b. Minutes of the finance committee meeting October 18, 2022
- c. Communications log October 2022
- d. Director's report November 2022

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

Discussion: Carmichael asked if we were not using Tony anymore for maintenance. Coen noted that we just engaged with S & D Prime Maintenance for four hours of routine maintenance per month.

Vote: All in favor

Motion passed

5) Open Forum:

- a. **Public:** Spencer Parker and Jamie Cunningham present from the Village of Westmont had no comments.
- b. **Board:** O'Connor requested that a title be added to the graph included in the Director's report. Carmichael thanked staff for their professionalism and great customer service during the early voting period.
- c. **Director:** Coen noted that during the Early Voting period, 94 new library cards were issued and several more patrons inquired about applying online to get a library card. Staff also received a lot of compliments about the building. Holly Days Parade is December 3 and several Library team members will be marching. Second-floor renovations will start with the flooring in mid-February. Coen shared that a patron was planning to attend the Board meeting tonight but couldn't make the 7:00 start time, so he told her to share with the Board how friendly the staff are at the Library.
- d. **Staff:** Seisser noted that the community gardens in front of the Library produced 176.9 pounds of food for the People's Resource Center this year. The Library's Dementia-Friendly collection is now on display. New youth services part-time and full-time employees are starting this month and a District 99 Transition Center student has begun volunteering.

6) Additions and Deletions

Motion: Carmichael 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, O'Malley 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: Coen noted that the Bills presented for payment changed from when it was originally distributed as the invoice for BookPage was removed and the revised invoice was included in the Addendum. Staff reduced the number of copies per month to 50 down from the original 100. Coen also noted that CenterPoint Large Print "\$0" invoices were included in the Bills presented per the advice of the Village Finance department. This documentation of all invoices will help to track receipt of all items received even if there is no money due. Krotiak questioned the difference in the year-to-date amounts on the vendor list for Bibliotheca, LLC. Coen explained that some of the funds are prepaid for this vendor and were processed in March but not reflected in the current fiscal year.

Vote:

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

Nays: 0

Absent:

Motion passed

9) Unfinished Business: None

10) New Business:

a. Board to consider a motion to approve the Conflict of Interest Policy

Motion: Booth moved to approve the Conflict of Interest Policy, Krotiak seconded.

Discussion: Coen noted that the changes to the policy were discussed at the policy committee meeting last month. Instead of approving the revised policy at the last regular board meeting, it was suggested that staff present a revised policy to the Board to review and approve this month. The definition of "family" was added from the Illinois Ethics Act.

Vote:

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

Nays: 0

Absent:

Motion passed

b. Board to consider a motion to approve the FY22 audit and management letter

Motion: Booth moved to approve the FY22 audit and management letter, no one seconded.

Discussion: Coen noted that this item was pulled from the official posted agenda and would be on the agenda in December.

b. Board to consider a motion to approve FY23 Per Capita Grant application

Motion: Booth moved to approve FY23 Per Capita Grant application, O'Malley seconded.

Discussion: Coen noted that a copy of the grant application was included in this month's Board packet. The application is due January 30, 2023. The application includes documentation of the Library's progress in meeting each of the *Serving our Public 4.0* standards. Krotiak asked about the process for updating the strategic plan. Coen noted that the strategic plan is updated every 3-5 years and input comes from community and staff surveys as well as input from the Board. Krotiak asked how trustees are participating in local, state, regional and national decision making that benefits libraries. Coen said trustees meet those standards by making decisions that benefit WPL, participating in ILA and/or ALA training opportunities and advocacy efforts, and supporting membership in SWAN. One correction to the standards checklist is that the Library does have a sprinkler system active in the building but does not have a landscaping sprinkler system. Booth noted that she is very impressed by what the library does for the community.

Vote:

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

Nays: 0

Absent:

Motion passed

d. Board to consider a motion to award the flooring bid to Commercial Carpet Consultants in the amount of \$49,950 from Special Reserves

Motion: Booth moved to approve flooring bid, Krotiak seconded.

Discussion: Coen noted that the Library went out to bid. Two flooring bids and one general trade bid were received. The lowest flooring bidder was also the contractor that did the flooring during the first floor renovation. Carmichael asked if receiving one bid was sufficient when going to bid. O'Connor asked why we only got one bid. Coen confirmed that going out to bid meets the requirement regardless of how many are received and she doesn't know why so few bids were received.

Vote:

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

Nays: 0

Absent:

Motion passed

e. Board to consider a motion to award the general trades, painting, and millwork bid to Leopardo Companies, Inc. in the amount of \$87,254 from Special Reserves.

Motion: Booth moved to approve general trades, painting, and millwork bid, Donoghue seconded.

Discussion: Booth asked if the Library anticipated getting the same number of bids for future phases. Coen stated we've never had a problem receiving too few bids. Krotiak inquired about what was considered general trades. Coen explained that general trades includes millwork (sink/cabinetry), taking down walls, and installing new walls. Since both the flooring and general trades came in under-budget, \$40,000 was made available for purchasing lounge seating furniture for the teen area and imaginative play structures for the preschool area. The furniture and play structures will greatly benefit the community in the use of these renovated spaces.

Vote:

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

Nays: 0

Absent:

Motion passed

11) Adjournment:

Motion: Carmichael moved to adjourn at 7:26 p.m., Krotiak seconded.

All in favor

Motion passed

Respectfully submitted,

Heather Booth

Westmont Public Library Board of Trustees, Secretary