



## 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

JUNE 21, 2022

#### 1) Call to Order

The meeting was called to order at 7:00 p.m. by Board President Jason Fichtel on Tuesday, June 21, 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, and President Jason Fichtel

**Absent:** Trustee Joanne O'Malley

**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 May 17, 2022
- b. Communications log May 2022
- c. Director's report June 2022

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

**Discussion:** None

**Vote:** All in favor

**Motion passed**

#### 5) Open Forum:

- a. **Public:** none
- b. **Board:** Booth noted that this weekend is the ALA conference, and while it is in person, it also has a virtual option and registration is still open. Fichtel noted that his trustee email is redirecting him to the staff huddle. Coen will contact IT to find out why that is happening.
- c. **Director:** Coen shared that the new Assistant Director, Colleen Seisser, started on June 1. The Library will be a polling place for the June 28 primary. So far, 376 youth have signed up for summer reading and have read 2,900 books, high schoolers have read over 60,000 minutes, and 150 adults have registered for the program. Staff is also excited to report that foot traffic has significantly increased over the last several weeks.
- d. **Staff:** nothing

#### 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) Treasurer's Report**

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

**Discussion:** Krotiak asked if everything is caught up from the fiscal year change over. Coen responded yes, and that all expenses that were marked as pre-paid have been credited to their budget lines, which will be reflected on the June 30 financial statements. Coen added that ordering of new materials resumed in late May and those orders have begun arriving.

**Vote:** All in favor

**Motion passed**

**8) Bills and Salaries**

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

**Discussion:** none

**Vote:**

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

Nays: 0

Absent: O'Malley -- 1

**Motion passed**

**9) Unfinished Business:** None

**10) New Business:**

**a. Board to consider a motion to approve the FY22 Illinois Public Library Annual Report**

**Motion:** Krotiak moved to approve the FY22 Illinois Public Library Annual Report, Donoghue seconded.

**Discussion:** Coen presented the IPLAR and noted some highlights from the data. Krotiak asked what the source of the numbers in the report are. Coen answered that there is a large shared spreadsheet where data is collected from various departments and from specific staff. O'Conner asked how much time it takes Coen to complete the report. Coen responded that it takes her approximately one day or 8 hours total.

**Vote:**

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

Nays: 0

Absent: O'Malley -- 1

**Motion passed**

**b. Board to consider a motion to approve the budget for the second floor renovation project for an amount not to exceed \$390,000 from special reserves**

**Motion:** Booth moved to approve the budget for the second floor renovation project for an amount not to exceed \$390,000 from special reserves, Krotiak seconded.

**Discussion:** Donoghue asked if this amount is about what was expected. Coen responded that it was a bit more than we had planned on some of the earlier capital outlay reports, but that the number evolved as we got closer to the project and we had more information on the fund balance. This amount still provides us with a special reserve balance that meets policy. Coen explained the next steps for the project. Krotiak asked what amount of the project managers fee must be paid if we decide to not go forward once bids are received. Coen responded that it would be the preconstruction services. Carmichael asked what the scope of the first phase of the project is. Coen detailed the work that is planned to be included. Fichtel asked why it is \$430,000 in the Product Architecture + Design proposal instead of \$390,000. Coen stated that the \$390,000 is from special reserves for approval tonight and approximately \$36,000 will come from the per capita grant we expect to receive this year. Krotiak asked what the timing will be for going out to bid. Coen stated that the architects need to do all of the detailed drawings that will be included in the bid documents. Once

that is done we will go out to bid possibly in late summer with bid opening in September or October, and work starting in the winter during our slowest foot traffic time.

**Vote:**

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

Nays: 0

Absent: O'Malley -- 1

**Motion passed**

**c. Board to consider a motion to approve the Product Architecture + Design proposal for professional architectural services for an amount not to exceed \$27,800 from special reserves for the second floor renovation project**

**Motion:** Booth moved to approve the Product Architecture + Design proposal for professional architectural services for an amount not to exceed \$27,800 from special reserves for the second floor renovation project, Donoghue seconded.

**Discussion:** O'Connor stated that he would be abstaining from the vote due to a previous professional relationship with the firm.

**Vote:**

Ayes: Booth, Carmichael, Donoghue, Krotiak, and Fichtel -- 5

Nays: 0

Abstentions: O'Connor -- 1

Absent: O'Malley -- 1

**Motion passed**

**d. Board to consider a motion to approve the REthink Owner Solutions proposal for construction management services for an amount not to exceed \$15,000 from special reserves for the second floor renovation project**

**Motion:** Booth moved to approve the REthink Owner Solutions proposal for construction management services for an amount not to exceed \$15,000 from special reserves for the second floor renovation project, Carmichael seconded.

**Discussion:** Coen stated that she has worked the principal of the firm for all of the capital projects she has overseen as Director, and REthink often serves as project manager for Product Architecture + Design projects.

**Vote:**

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

Nays: 0

Absent: O'Malley -- 1

**Motion passed**

**e. Board to consider a motion to ratify the 60 month Konica Minolta copier lease agreement for \$15,291**

**Motion:** Krotiak moved to ratify the 60 month Konica Minolta copier lease agreement for \$15,291, Booth seconded.

**Discussion:** Coen explained why this is being brought to the board for ratification and the process we followed to decide on continuing to use Konica Minolta. Krotiak asked what would happen if we didn't sign this agreement, do we own the old equipment and could we continue to use it. Coen responded that although some of the leasing documents seem to imply that we will own the equipment at the end of the term of the lease, we do not. If we did not enter into this agreement, we would need to enter into a maintenance contract for the current copiers, which would be essentially the same cost or more expensive than leasing new equipment. Coen also stated that she would confirm that we will not own the copiers at the end of the lease term.

**Vote:**

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

Nays: 0

Absent: O'Malley -- 1

**Motion passed**

**11) Adjournment:**

**Motion:** Carmichael moved to adjourn at 7:32 p.m., Krotiak seconded.

**All in favor**

**Motion passed**

**Respectfully submitted,**

**Heather Booth**

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