



## 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 JANUARY 17, 2023

#### 1) Call to Order

The meeting was called to order at 7:07 p.m. by Board President Jason Fichtel on Tuesday, January 17, 2023 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, and President Jason Fichtel

**Absent:** None

**Also present:** Assistant Village Manager Spencer Parker

**Staff present:** Director Julia Coen, Assistant Director Colleen Seisser

#### 3) Pledge of Allegiance

#### 4) Approval of Consent Agenda

- a. Minutes of the regular board meeting December 20, 2022
- b. Communications log December 2022
- c. Director's report January 2023

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

**Discussion:** None

**Vote:** All in favor

**Motion passed**

#### 5) Open Forum:

- a. **Public:** Spencer Parker from the Village of Westmont had no comments.
- b. **Board:** Booth commented that her neighbor was thrilled with the Library because we were able to accommodate the Model T Club with a last minute meeting room request. Booth also shared praise from the Helen Plum Library Makerspace Librarian who said Westmont has the best makerspace descriptions online and they will be modeling their webpage on Westmont's. Booth also mentioned she is having fun with the Westmont Reads program. O'Connor complimented Librarian Alex's service for providing excellent book recommendations for O'Connor's son.
- c. **Director:** The permits for the second floor renovations were approved. We anticipate a February 6 start date. A firmer timeline will follow as well as communication to patrons. O'Connor asked if the Village waived the permit fees. Coen reported that they pass on any fees related to outside reviews and waive internal review fees.
- d. **Staff:** Seisser reported that the Library's computer lab now offers a laminator for \$0.25 a piece with various sizes. The carpet tiles have been replaced in the back corner of the first floor and furniture will be moved back there starting next week. The Library renewed Deputy Registrar certificates. Select staff can help patrons register to vote at the Library, though it is also easy to register online in DuPage County.

**6) Additions and Deletions tabled to after #7 Treasurer's report while Coen provided the addendum to the Board**

**7) Treasurer's Report**

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

**Discussion:** Krotiak commented that the budget is running well at 51% spent for the year. Booth and Fichtel stated that the budget is usually mostly spent. O'Connor also stated that there are materials orders at the end of fiscal year. Krotiak asked if the underspent funds goes to a general fund or a special account. Fichtel answered that it goes to special reserves. Booth commented that some things are intentionally underspent because of timing in the fiscal year. Fichtel offered that some are also not spent just by circumstance. Booth mentioned to the new Board members that we have changed from approving the treasurer's report to filing the report because we file it for audit and rather than approve it.

**Vote:** All in favor

**Motion passed**

**8) Additions and Deletions**

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

**Discussion:** None

**Vote:** All in favor

**Motion passed**

**9) 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:

**Motion passed**

**10) Unfinished Business: None**

**11) New Business:**

**a. Board to consider a motion to approve the updated Strategic Plan**

**Motion:** Booth moved to approve the updated Strategic Plan, Donoghue seconded.

**Discussion:** Coen stated that the update was drafted based on surveys, usage trends, feedback, and discussions. One change that was requested from Booth was that we mention our exterior spaces in the Facilitating Spaces section. It now says we will budget for and maintain interior and exterior spaces for future generations. Once the plan is approved it will be posted on the website. Booth asked, in relation to the Strategic Plan, if we could get statistics from pre-covid included in the Director's Report next month. Coen answered that she can provide this. Krotiak asked how long does the Strategic Plan last. Coen answered that it varies, usually 3-5 years. Often around the 4 year mark we start to evaluate.

**Vote:**

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

Nays: 0

Absent:

**Motion passed**

**b. Board to discuss the Library Director's annual review process**

**Discussion:** Fichtel stated that members should have an email from Booth regarding the questionnaires that were used last year. The Board has to decide what to do this year and if Booth is willing to coordinate again. Booth replied that she can compile data. Booth reviewed last year's process and questions with the Board and stated that the purpose is to get feedback from staff about the Director's performance that the Board can't evaluate themselves with empirical evidence. Krotiak went to a program about Director's evaluations and it is very different from what this Board does but feels we will likely get to the same place with this process. Donoghue asked how many responses were received last year. Booth answered close to 100%. Seisser commented as a new staff person a reverse evaluation by the Board using staff survey as guide for discussion might be helpful. Krotiak added that might highlight what as board members we need to do more. Fichtel summarized that the Board will keep using the same forms, keep Booth coordinating, and Booth will work with Seisser to disseminate the surveys to staff. Fichtel asked trustees what they would like Julia to provide for her self evaluation. He suggested a written self evaluation that addresses this year's and next year's goals and a description of what didn't go as planned this year.

- 12) Executive Session:** According to 5 ILCS 120/2, each public body shall periodically, but no less than semi-annually, meet to review minutes of all closed meetings. Meetings to review minutes shall occur every 6 months, or as soon thereafter as is practicable, taking into account the nature and meeting schedule of the public body. At such meetings a determination shall be made, and reported in an open session 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.

**Motion:** Booth moved to adjourn to executive session at 7:37 p.m., Donoghue seconded.

**Discussion:** none

**Vote:**

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

Nays: 0

Absent: 0

**Motion passed**

**13) Resume Open Session**

The resumption of Open Session was called to order at 7:53 p.m. by Board President Jason Fichtel

**Roll Call**

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

**Absent:** 0

**Staff present:** Director Julia Coen, Assistant Director Colleen Seisser

**14) New Business (continued)**

**a. Board to Consider a motion to approve the executive session minutes from July 19, 2022**

**Motion:** Booth moved to approve the executive session minutes from July 19, 2022, O'Malley seconded.

**Discussion:** Fichtel stated that the Trustees reviewed the minutes in executive session.

**Vote:**

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

Nays: 0

Absent: 0

**Motion passed**

**b. Report on the need for confidentiality for all executive session minutes**

Fichtel reported that the Board has decided that the need for confidentiality exists for all executive session minutes.

**15) Adjournment:**

**Motion:** Carmichael moved to adjourn at 7:54 p.m., Krotiak seconded.

**All in favor**

**Motion passed**

**Respectfully submitted,**

**Heather Booth**

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