



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 FEBRUARY 21, 2023

1) Call to Order

The meeting was called to order at 7:03 p.m. by Board President Jason Fichtel on Tuesday, February 21, 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, and President Jason Fichtel

Absent: Trustee Joanne O'Malley

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

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

3) Pledge of Allegiance

4) Approval of Consent Agenda

- a. Minutes of the regular board meeting January 17, 2023
- b. Minutes of the policy committee meeting January 17, 2023
- c. Minutes of the policy committee meeting January 25, 2023
- d. Communications log January 2023
- e. Director's report February 2023

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

Discussion: Carmichael asked about the renaming of "Tech to Go" to "Library of Things." Coen clarified that not all items in that collection are technology items so it's being renamed to be more reflective of items in the collection.

Vote: All in favor

Motion passed

5) Open Forum:

- a. **Public:** Spencer Parker and Jamie Cunningham from the Village of Westmont had no comments.
- b. **Board:** O'Connor recognized that the Trivia Night continues to be a great success. Carmichael recognized Coen for her 16 years of service. Carmichael has enjoyed the renovation updates posted online.
- c. **Director:** Coen provided an update on the Youth & Teen Services renovation project and encouraged Board Members to take a look upstairs themselves when they have a moment. Thus far, the project is on-budget and on-schedule. We are now waiting on furniture and shelving delivery in the coming weeks. Early voting will be taking place at the Library on March 20 - April 3. O'Connor asked about the replacement book drop box. Coen stated that the new book drop arrived and that it is scheduled for installation on February 23. Coen also noted that we have received insurance reimbursement for the damaged book drop to offset the replacement cost. Booth inquired if a concrete footing would be installed for the book drop, and Coen stated that installation would not require a new footing.

- d. **Staff:** Seisser mentioned that she facilitated a joint meeting between the Garden Club and the Village of Westmont Environmental Improvement Committee to discuss partnership opportunities. The new Local History and Genealogy collection is located near the travel section.

6) Additions and Deletions

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

Discussion: Krotiak asked if the Additions are the same as the Addendum items. Coen confirmed that the Addendum includes any invoices that come in after the initial check run.

Vote: All in favor

Motion passed

7) Treasurer's Report

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

Discussion: Booth inquired if there is an easy way for donations to be received directly to the Library now that the FOL is dissolved. Coen stated that donations can be made directly to the Library.

Vote: All in favor

Motion passed

8) Bills and Salaries

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

Discussion: Carmichael asked about the invoice from Jackson Manufacturers and Coen stated that this is the invoice for the replacement book drop.

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 Collection Development Policy

Motion: Booth moved to approve the Collection Development Policy, Carmichael seconded.

Discussion: Coen noted the recommended changes to the Collection Development Policy. O'Connor asked if a Westmont "taxpayer" who pays for a non-resident Library card would be considered a taxpayer and Coen confirmed that non-resident Library card holders would be considered "taxpayers" for this policy.

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 Personnel Handbook

Motion: Booth moved to approve the Personnel Handbook, Donoghue seconded.

Discussion: Booth noted that the committee went through the handbook thoroughly during two committee meetings and the changes reflect updates to laws, best practices, and some correction of grammatical/formatting errors. Coen noted that HR Source provides sample policies that are compliant with law updates and were used as a source during revision. Coen also noted that staff had an opportunity to review the handbook after the last committee meeting

revision and provide input. O'Donoghue applauded the inclusion of a paid parental leave policy. Coen noted that this policy will serve as a staff recruitment and retention tool.

Vote:

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

Nays: 0

Absent: O'Malley - 1

Motion passed

- 11) Executive Session:** According to 5 ILCS 120/2 the Board may move to go into executive session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees to the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.

Motion: Krotiak moved to adjourn to executive session to discuss Director Coen's annual performance review at 7:27 p.m., Donoghue seconded.

Discussion: none

Vote:

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

Nays: 0

Absent: O'Malley - 1

Motion passed

12) Resume Open Session

The resumption of Open Session was called to order at 8:52 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, and President Jason Fichtel

Absent: Trustee Joanne O'Malley

Also present: Assistant Village Manager Spencer Parker

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

Fichtel reported that he will meet with Coen to discuss the Board's evaluation.

13) Adjournment:

Motion: Carmichael moved to adjourn at 8:52 p.m., Booth seconded.

All in favor

Motion passed

Respectfully submitted,

Heather Booth

Westmont Public Library Board of Trustees, Secretary