



## WESTMONT PUBLIC LIBRARY

428 N Cass Ave, Westmont, IL 60559  
630 869 6150  
westmontlibrary.org

*Providing the community with the keys to lifelong learning.*

### MINUTES OF THE REGULAR MEETING OF THE LIBRARY BOARD OF TRUSTEES MARCH 28, 2023

#### 1) Call to Order

The meeting was called to order at 7:00 p.m. by Board President Jason Fichtel on Tuesday, March 28, 2023 at the Westmont Public Library.

#### 2) Roll Call

**Present:** Vice President Elaine Carmichael, Trustee Beth Krotiak, Trustee Joanne O'Malley, and President Jason Fichtel

**Absent:** Secretary Heather Booth, Trustee Melissa Donoghue, Treasurer Kerry O'Connor

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

**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 February 21, 2023
- b. Minutes of the finance committee meeting February 21, 2023
- c. Communications log February 2023
- d. Director's report March 2023

**Motion:** Carmichael moved to approve the Consent Agenda, O'Malley seconded.

**Discussion:**

**Vote:** All in favor

**Motion passed**

#### 5) Open Forum:

- a. **Public:** No members of the public were present at the beginning of open forum but arrived during the Director's report. President Fichtel opened the floor to the public for comments following the staff reports.

A member of the public who identified himself as Patrick from Gays against Groomers stated that as a gay man he believes that some books in the Library are not age-appropriate. He specifically had issues with the book *This Book is Gay* by Juno Dawson. He would like to see different books in the Library that address LGBTQ topics. He doesn't believe that gay people should be defined by their sexuality.

Two members of the public stated that they agree with what Patrick said.

A member of the public questioned if this book is currently on the shelves of the Library and asked why the Board approved the book. President Fichtel explained that the Board does not select materials for the Library collection. The Collection Development Policy states that Westmont Library taxpayers can submit a Request for Reconsideration of Library Materials form to the Library Director. The Library Director will send a response to the requester. If the requestor is not satisfied with the response, then the request will be considered by the Board.

A member of the public stated that they don't need the book removed from the collection but ask that the access to the book be more-restrictive, i.e., kept behind the desk for check-out.

A member of the public addressed the Board and asked if they could read the mission of the Library. President Fichtel replied that the mission is printed at the top of the Board Meeting agenda - providing the community with the keys to lifelong learning.

President Fichtel thanked the public for their comments.

- b. Board:** Carmichael loves the new book drop box. Carmichael stated that she would be attending the Multi-Chamber Economic Outlook and Awards Dinner.
- c. Director:** Renovation is almost done and under budget. A complete budget update will be provided soon. Audit prep is underway. The Village is talking about changing the fiscal year to coincide with a calendar Year. During the initial year of adoption, the budget cycle would be 18 months long with two separate budget approvals and audits. Krotiak asked if we had to change to a calendar year fiscal year with the Village. Coen stated that the Village is our corporate authority so our fiscal years need to be the same.
- d. Staff:** Seisser - Staff will begin working with SCARCE on earning the Earth Flag at the Library. Staff attended the Westmont High School STEM Fair and had over 200 interactions with students using our 3D pens. Sara and Carmen have started outreach visits to our senior living facilities. The marketing team developed and has started using a standard evaluation form for programs.

#### 6) Additions and Deletions

**Motion:** Carmichael moved to include Additions and Deletions with Bills and Salaries, O'Malley seconded.

**Discussion:**

**Vote:** All in favor

**Motion passed**

#### 7) Treasurer's Report

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

**Discussion:**

**Vote:** All in favor

**Motion passed**

#### 8) Bills and Salaries

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

**Discussion:** Krotiak inquired if some of the larger expenses are related to second floor renovation. Coen responded that the invoices for Product Architecture and ReThink are for the architect and construction manager. Carmichael asked about Saviour Plumbers and Coen confirmed that this vendor completed work on the renovation.

**Vote:**

Ayes: Carmichael, Krotiak, O'Malley, and Fichtel - 4

Nays: 0

Absent: Booth, Donoghue, and O'Connor - 3

**Motion passed**

#### 9) Unfinished Business: None

#### 10) New Business:

##### a. Board to discuss the FY24 draft budget

**Discussion:** Coen stated that the budget will go before the Board in April for full approval. There are two pieces to the budget - revenue and expense.

The revenue report was discussed last month. One other note, the interest is still doing well and is expected to continue throughout the year. Miscellaneous revenue includes ThriftBooks for resale of used books.

Coen explained that the notes on each page provide more detail about expenses.

*Employee benefits.* This is the largest portion of our budget and includes a proposed increase of 4.6%. This includes salaries, medical and dental increases, FICA and medicare contributions, and unemployment insurance and IMRF - both of which have gone down due to decrease in rates.

*Board and Staff Development.* Now that COVID restrictions are lifted there are more in-person opportunities for staff. Board Expenses include ILA membership and trustee workshop registrations.

*Collections.* There is a proposed 3% increase for adult materials and 4% for youth materials. The total collection budget would be 11.3% of the budget which meets ILA's recommendation of 8-12%. Other library materials expenses cover the cost of lost materials checked out from other libraries.

*Supplies.* There is a proposed increase in office supplies and a decrease in custodial supplies. Patron supplies include costs for receipt paper and circulating canvas totes.

*Computer and Printer supplies.* We use toner to print in-house materials which saves on printing costs.

*Postage.* Postage supplies include mailing Newsletters. Trustee Booth, who could not attend the meeting, asked Coen to confirm that the postage supplies budget line took into account the anticipated increased cost to mail out the larger newsletter. Coen confirmed that the additional postage is included in the budget line item.

*Programming expenses.* There is a proposed increase of 19% for programming.

*Makery.* This budget includes supplies for current equipment.

*Marketing and Communications.* The increase accounts for an increase in newsletter pages to 12 pages. Cost for mailing and printing is factored into the cost. Krotiak noted that the main marketing tool is the newsletter. Coen agreed and stated that when asked the majority of patrons say they heard about our programs through the newsletter.

*Buildings and Grounds Maintenance,* Grounds maintenance includes landscaping and snow removal. We have also budgeted for the removal and planting of some dead trees.

*General Maintenance.* This includes costs for S&D Maintenance and any other general maintenance. Cleaning costs are increasing based on our contract. This budget line also includes window cleaning this year.

*Equipment Maintenance.* This includes HVAC inspections and repairs. Krotiak asked if this budget includes replacement of the chiller. Coen stated that it does not but it is on the capital outlay plan.

*Utilities.* This includes costs for natural Gas, water, and sewer and assumes no major rate increases. Parker confirmed there is a standard water increase each year. We are part of the Nicor franchise agreement with the Village.

*Automation Services.* This includes costs for the IGA with the IT department. SWAN maintenance is costs for SWAN membership and the associated catalog. The technology budget includes maintenance agreements, PC replacement, and adding some security cameras.

*Furniture and Equipment.* This includes costs for replacing the study carrels, additional lounge seating in adult services, storage for circulation, and end panels on fiction shelves. Krotiak asked if these purchases are all for the adult floor and Coen confirmed that they are and furniture for the second floor is budgeted into the second phase of the renovation project on the capital outlay plan.

*Photocopying and Printing.* This includes the cost for our lease agreement.

*Professional Services.* Legal services include costs for legal services and records disposal. The accounting and auditing budget includes a 2.75% increase in accounting services per the IGA. Collections agency services are used when a patron loses an item and does not pay.

*Insurance.* Our insurance broker is going out to bid this year. Krotiak asked if it is typical to go out to bid every 3 years. Coen stated that it is best practice.

*Miscellaneous Expense.* This includes bank fees for the cost of checks.

Coen stated that the budget is not perfectly balanced but will be for the April meeting. Krotiak said that it seems that the revenue is pretty well set.

*Questions from the public:*

A member of the public asked how the COLA increase of 4% was calculated. Coen answered that numbers were gathered from the Department of Labor statistics and the Social Security Administration. The same person asked what the increase was for staff last year and Coen replied 2%.

A member of the public asked about staff training and why staff needed training on gender. Coen replied that an adult librarian attended training that was provided through the regional state library system. Coen explained that staff training is important for awareness on issues that impact members in our community. Library staff have also attended training on other issues that impact those in our community, for example homelessness and dementia.

**b. Board to consider a motion to approve the final levy for tax year 2022 in the amount of \$2,205,085**

**Motion:** O'Malley moved to approve the final tax levy for tax year 2022 in the amount of \$2,205,085, Krotiak seconded.

**Discussion:** Carmichael asked what the Aggregate adjustment is. Parker explained that the aggregate is based on the number of property tax appeals in the prior year.

**Vote:**

Ayes: Carmichael, Krotiak, O'Malley, and Fichtel - 4

Nays: 0

Absent: Booth, Donoghue, and O'Connor - 3

**Motion passed**

**11) New Business**

**12) Adjournment:**

**Motion:** O'Malley moved to adjourn at 7:41 p.m, Carmichael seconded.

**All in favor**

**Motion passed**

**Respectfully submitted,**

**Michelle Mahlan on behalf of Heather Booth**

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