



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

APRIL 18, 2023

1) Call to Order

The meeting was called to order at 7:00 p.m. by Board President Jason Fichtel on Tuesday, April 18, 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:

Also present: Assistant Village Manager Spencer Parker

Staff present: Director Julia Coen, Assistant Director Colleen Seisser, Administrative Assistant Michelle Mahlan, Youth & Teen Services Manager Kristi Miller, and Adult Services Manager Natalie DeJonghe

3) Pledge of Allegiance

4) Approval of Consent Agenda

a. Minutes of the regular board meeting March 28, 2023

b. Communications log March 2023

c. Director's report April 2023

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

Discussion:

Vote: All in favor

Motion passed

5) Open Forum:

- a. **Public:** None. Following New Business, Fichtel addressed the patron who arrived after Open Forum to see if they had any comments for the Board. The man identified himself as a business owner in the community. He expressed his appreciation for the services offered by the Library, especially the tax forms and the resources for dementia. He noted that the Library was well-run and that he recommends others visit the Library.
- b. **Board:** Booth mentioned that her junior high aged child really appreciated the renovation, especially the new teen space. Booth also mentioned that RAILS is looking for people to run for the RAILS Board, which has representatives from public libraries, school libraries, and special libraries. Booth also noted that next week is National Library Week. Fichtel offered congratulations to all of his colleagues for the election results.
- c. **Director:** Coen reminded trustees that their Statements of Economic Interest are due May 1. Coen noted that the renovation project came in under budget by about \$30,000. The full report will be available at the May Finance Committee meeting. Coen noted fiscal year changes that will take place if we move to a calendar year - two budgets, two audits, and changes to contracts to align with new fiscal year dates.

- d. **Staff:** Seisser reported that two part-time assistant librarians have resigned. Youth Department Librarians Kristi and Sarah Jane have been meeting with school librarians as part of their outreach to local elementary schools. Outreach Coordinator Carmen and Adult Librarian Sara are continuing their work on the “Homebound Meet & Greet” program with additional visits to assisted living facilities in the area.

6) Additions and Deletions

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

Discussion: Coen noted that all of the large invoices have to do with the renovation.

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: Coen noted that on the Balance Sheet, the prepaid services are those services that take place next fiscal year but we physically pay for them now. Once the payments clear, they are applied to the FY24 budget.

Vote: All in favor

Motion passed

8) Bills and Salaries

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

Discussion: Krotiak appreciated the information about the Westside Mechanical bill for known anticipated repairs.

Vote:

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

Nays: 0

Absent:

Motion passed

9) Unfinished Business

10) New Business:

a. Board to consider a motion to approve the Resolution Authorizing FY24 Public Library Non-resident Card Participation and Fees

Motion: Booth moved to approve the Resolution Authorizing FY24 Public Library Non-resident Card Participation and Fees, O’Malley seconded.

Discussion: Coen explained that the Board is required to review the non-resident fees annually. Anyone who lives in unincorporated areas can purchase a card at the same rate as a resident pays. For renters, the fee is 15% of rent for participation. There are also special fee structures for disabled veterans and youth whose household income falls below certain amounts.

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 Borrower Registration Policy

Motion: Booth moved to approve the Borrower Registration Policy, Krotiak seconded.

Discussion: Booth stated that there are some wording changes to make it more clear. Carmichael wanted clarification if a child under age 18 has to have parental approval to get a card. Coen confirmed that youth cards require parental approval.

Vote:

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

Nays: 0

Absent:

Motion passed

c. Board to consider a motion to approve the Reference Service Policy

Motion: Booth moved to approve the Reference Service Policy, Carmichael seconded.

Discussion: Booth stated that there are not many changes and discussed the definition of "reference" that is included in the policy.

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 approve the FY24 operating budget

Motion: Booth moved to approve the FY24 operating budget, Donoghue seconded.

Discussion: Coen went over the budget in great detail last Board Meeting and also went over the Revenue report in February at the Finance Meeting. All changes since the draft presented in March are identified in red. On the revenue side, we adjusted the interest income because the rates are anticipated to remain strong. On the expense side there is a proposed increase of 4.1% for employee benefits, which includes a 4% general wage increase for cost of living and 2% merit increases. Coen stated that employee benefits are the biggest chunk of the budget so she welcomes questions on that issue. Booth asked if we are on track for minimum wage increases. Coen explained that we are changing the scale based on the increases to the minimum wage. Coen talked about an increase to the adult services collection budget. DeJonghe mentioned this will account for Hoopla services. She said that all of the e-platforms are going strong and that the digitization of the newspapers remains a priority. Over 60% of the newspapers were digitized; 3,304 newspapers are online. Coen noted that the adult and youth and teen collections account for 11.3% of the budget, which is in line with the standards set by ILA of 8-12% of total budget. The buildings & grounds budget was increased to include roof tile replacements, S&D Maintenance monthly maintenance, and window cleaning. The equipment maintenance budget line was increased to include a new starter for the elevator. Automation services increased for PC replacements and also includes adding security cameras. Booth noted that she appreciates the format of the budget and information provided. Krotiak agreed. O'Connor noted that he used the budget as a template for his athletic boosters budget.

Vote:

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

Nays: 0

Absent:

Motion passed

11) Adjournment:

Motion: Booth moved to adjourn at 7:26 p.m., O'Malley seconded.

All in favor

Motion passed

Respectfully submitted,

Heather Booth

Westmont Public Library Board of Trustees, Secretary