



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

MAY 16, 2023

1) Call to Order

The meeting was called to order at 7:01 p.m. by Board President Jason Fichtel on Tuesday, May 16, 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 and Village Director of Finance Jamie Cunningham

Staff present: Director Julia Coen, Assistant Director Colleen Seisser, Administrative Assistant Michelle Mahlan, Marketing Associate Aaron Hawkins

3) Pledge of Allegiance

4) Swearing in of New Trustees

Coen stated that Fichtel, Donoghue, and Krotiak have already been sworn in by notary Marcy Biala. Booth, Carmichael, and O'Malley were sworn in by notary Aaron Hawkins at the meeting.

5) Roll Call of the new Library Board

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

6) Approval of Consent Agenda

- a. Minutes of the regular board meeting April 18, 2023
- b. Minutes of the policy committee meeting April 18, 2023
- c. Communications log April 2023
- d. Director's report May 2023

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

Discussion: None

Vote: All in favor

Motion passed

7) Open Forum:

- a. **Public:** Husband of Trustee O'Malley stated that he was very proud of his wife and four-for-four slate of trustees.
- b. **Board:** Booth reported that she attended the ILA Reaching Forward Conference and attended a session on first amendment audits. The one question that was not answered at the session was whether auditors can film a professional presenter. Coen didn't have an immediate answer but would look into it. O'Connor offered congratulations

to Adrian Litwin on 10 years of service. Krotiak attended the Attorney General office's Open Meetings Acts training and ILA's how to run a professional meeting.

- c. **Director:** Coen will be sharing a list of community outreach events slated for this summer in case trustees want to attend. A bill passed in Illinois about book banning and state funding. This bill specifies that libraries must adopt written policies against the practice of banning books in order to qualify for state grants. The Library already has a "Freedom to Read" statement in policy, so we meet the administrative rules for funding.
- d. **Staff:** Seisser noted that the second annual Garden Expo is 10-Noon on Saturday, May 20. One part-time adult librarian has been hired and one position remains open. On May 1 the Library of Things launched and Adult Services staff report record check-outs for these items. Master Gardeners are at the Library Monday and Friday working on the gardens at the front entrance. Boy Scout Troop 55 helped spread mulch and weeding last weekend. Coen and Seisser attended a SCARCE informational meeting to start working towards the Green Earth Flag. Seisser is forming a staff Green Team to begin work on this effort.

8) Additions and Deletions

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

Discussion: None

Vote: All in favor

Motion passed

9) Treasurer's Report

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

Discussion: None

Vote: All in favor

Motion passed

10) 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: 0

Motion passed

11) Unfinished Business

12) New Business:

a. Election of officers

President - Booth nominated Fichtel, O'Connor seconded

Vice-President - O'Connor nominated Carmichael, Donoghue seconded

Secretary - Carmichael nominated Booth, O'Malley seconded

Treasurer - Carmichael nominated O'Connor, Donoghue seconded

Discussion: None

Vote: All in favor

Motion passed

b. Committee appointments

Fichtel recommended that all committee member appointments stay the same as current appointments.

Discussion: All trustees agreed that they would keep their current committee appointments.

c. Board to consider a motion to approve the regular Board meeting dates for FY24

Motion: Donoghue moved to approve the regular Board meeting dates for FY24, Krotiak seconded.

Discussion: Donoghue asked about the November 21 meeting the week of Thanksgiving week. Coen noted that we can change the date but it might impact bill payments. Fichtel said that the date can be reconsidered once we know of any conflicts or lack of quorum.

Vote:

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

Nays: 0

Absent: 0

Motion passed

d. Appointment of FOIA Officer and OMA Designee

Discussion: Fichtel appointed Coen as FOIA officer and Krotiak as OMA designee.

e. Board to consider a motion to approve the Capital Asset Policy

Motion: O'Connor moved to approve the Capital Asset Policy, Carmichael seconded.

Discussion: O'Connor noted that the Capital Asset Policy was reviewed by the Finance Committee and increased the capitalization threshold from \$3,000-\$5,000. Minor changes were also made to definitions and wording.

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

Nays: 0

Absent: 0

Motion passed

f. Board to consider a motion to approve the FY24 Appropriation

Motion: Booth moved to approve the FY24 Appropriation, Krotiak seconded.

Discussion: Coen noted that this is a legal requirement to approve the appropriation. Typically we increase the allowed spending over budget by 20-30% so that if we need to spend funds we can. The Appropriation is placed into an ordinance and gets approved at the June Village Board Meeting. Carmichael asked how this appropriation applies to the changes in the fiscal year. Coen noted that this appropriation applies to FY24 which is a complete fiscal year. Cunningham clarified the changes for the upcoming FY25 with the 8-month stub year beginning May 2024 and new 12-month fiscal year 2025 beginning January 2025. There will be two separate appropriations, one for eight months and the other for twelve months.

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

Nays: 0

Absent: 0

Motion passed

13) Adjournment:

Motion: Krotiak moved to adjourn at 7:31 p.m, Carmichael seconded.

All in favor

Motion passed

Respectfully submitted,

Heather Booth

Westmont Public Library Board of Trustees, Secretary