



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

July 18, 2023

1) Call to Order

The meeting was called to order at 7:01 p.m. by Board President Jason Fichtel on Tuesday, July 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, 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, and Administrative Assistant Michelle Mahlan

3) Pledge of Allegiance

4) Approval of Consent Agenda

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

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

Discussion: None

Vote: All in favor

Motion passed

5) Open Forum:

- a. **Public:** Leah Conover, Westmont resident and regular library user, stated that she would not have made it through her Master's Program without the study rooms. She said that she has a unique understanding of the position of Trustee. She understands the layer of accountability in providing an inclusive environment. She stated that she was here tonight to say things that you already know. A large number of residents lie in the zone of indifference. The remainder care and others may step up to get involved. 20,000 people live in Westmont and have access to the Library through outreach and other organizations. She stated that she understood that there was recently a petition about moving books and she doesn't question that the petition was signed by Westmont residents. She did want to put it into perspective that if 200 people signed it then it is only 1 % of the Westmont population. She said that freedom means that I have a choice to raise my children and make choices about what books they read. As a parent, she said that she can block books that she does not want her kids to be able to check out. She further stated that she should be able to make those choices herself and not have someone else take away that decision. She believes that the more attention that you give to a book, the more it will be checked out or sought after, much like banned books of the past. She asked the Board that when they consider a petition, please consider that this does not represent the majority of the community. She thanked the Board for their time and service.

- b. Board:** Booth noted that she was at the Library last week when the Youth Department was doing the mud kitchen program and thought it was such a novel way to engage kids at the Library. Booth offered congratulations to Colleen on her leadership role with YALSA. O'Connor loves trivia and gave Alex kudos for his great job. Fichtel noted that at the last trivia there was the highest number of teams. Carmichael offered congratulations to Colleen on her 1 year anniversary. Krotiak stated that it was fun to work at the Library table at the Taste of Westmont with Colleen and other staff.
- c. Director:** The next community outreach event is August 1 from 5-8 pm at Ty Warner Park for National Night Out.
- d. Staff:** Seisser noted that the Library will have a table at Firetruck night at Cruisin' Nights at 6:00 p.m. on August 3. Fifty-seven people visited the Library table at Taste of Westmont. The number may be lower this year because the table was set up during the carnival wristband hour. One resident scanned the QR code at the Taste to get a library card. A new PT Assistant Librarian joined the staff who also works at Woodridge and is pursuing her Library Sciences Associate's Degree at COD. Be on the lookout for the expanded edition of the newsletter. Summer Reading program statistics include: 513 active participants, 627 registered patrons, 177 completions, 6,406 books read, and 129,330 minutes read.

6) Additions and Deletions

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

Discussion: None

Vote: All in favor

Motion passed

7) Treasurer's Report

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

Discussion: None

Vote: All in favor

Motion passed

8) Bills and Salaries

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

Discussion: Coen noted that the IT switches were re-coded on the Bills Presented Report.

Vote:

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

Nays: 0

Absent: O'Malley -1

Motion passed

9) Unfinished Business

10) New Business:

a. Board to consider a motion to approve library closures for calendar year 2024

Motion: Booth moved to approve library closures for calendar year 2024, Donoghue seconded.

Discussion: Donoghue inquired about the Easter closure. Coen stated that it was discussed during the personnel policy revision and per policy the Library is closed on Easter. Booth asked if the staff in-service used to take place in January. Coen said it was moved to September following COVID because more staff could attend and it worked better overall.

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 wayfinding plan from FY23 per capita funds

Motion: Booth moved to approve the wayfinding plan from FY23 per capita funds, Krotiak seconded.

Discussion: Coen noted the per-capita grant award this year is \$36,000 and we typically get the funds in August or September. The remainder of the amount will be used for the renovation upstairs.

Seisser explained that the mock-ups were designed by Kerry in our Marketing department. The main wayfinding updates include: updating our vinyl lettering on the front door, adding acrylic lettering on the posts, adding a logo wrap on the front, adding a youth and teen sign for upstairs, adding acrylic lettering for the holds section, and adding lettering to the columns in the adult collections. Krotiak asked if the wayfinding cost included any signs for the second floor. Coen stated that it does not. Donoghue inquired about the permanency of the signs and if there is any discussion of moving the collections in the near future. Coen noted that we flipped the nonfiction and fiction collections in 2018/19 and have no plans to change that. Krotiak asked if there were any plans to change the logo. Coen stated that there are no plans to change the logo. There was discussion about the amount of labeling on the pillars and the 6ft vs 4ft vinyl sign behind the main desk. O'Connor thinks that you can't have enough wayfinding. Several trustees noted that it's a real asset to have the marketing expertise in-house. Fichtel stated that the Library looks great and much improved since 2010.

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, 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: Krotiak moved to adjourn to executive session at 7:39 p.m., 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 7:47 p.m. by Board President Jason Fichtel

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

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

13) New Business (continued)

- a. Board to consider a motion to approve the executive session minutes from January 17, 2023 and February 21, 2023**

Motion: Donoghue moved to approve the executive session minutes from January 17, 2023 and February 21, 2023, Booth seconded.

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

Vote:

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

Nays: 0

Absent: O'Malley -1

Motion passed

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

Fichtel reported that the Board has decided to keep confidential all executive session minutes.

14) Adjournment:

Motion: Carmichael moved to adjourn at 7:48 p.m, Booth seconded.

All in favor

Motion passed

Respectfully submitted,

Heather Booth

Westmont Public Library Board of Trustees, Secretary