



## 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

November 21, 2023

#### 1) Call to Order

The meeting was called to order at 7:01 p.m. by Board President Jason Fichtel on Tuesday, November 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, Trustee Joanne O'Malley, and President Jason Fichtel

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

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

#### 3) Pledge of Allegiance

#### 4) Approval of Consent Agenda

- a. Minutes of the regular board meeting October 17, 2023
- b. Minutes of the finance committee meeting October 17, 2023
- c. Minutes of the policy committee meeting September 19, 2023
- d. Communications log October 2023
- e. Director's report November 2023

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

**Discussion:** None

**Vote:** All in favor

**Motion passed**

#### 5) Open Forum:

- a. **Public:** None
- b. **Board:** Booth mentioned that ILA Legislative Lunch is on December 6. Carmichael wished everyone a Happy Thanksgiving.
- c. **Director:** Coen noted the legislative lunch will be at the Oak Brook Marriott on Wednesday, December 6 from 12-2 p.m. Coen provided an update on early voting at the Library in 2024.
- d. **Staff:** Seisser noted that the new Youth and Teen Librarian began at WPL. Staff will be marching in the Holly Days parade on December 2. There were 3.4 tons of pumpkins composted at the composting event. Our YouTube videos continue to be popular. There were a number of Employees of the Moment awards in October - Susanna Alm, Stephanie Larkins, Sara Angel, and Joe Ciucci received awards.

#### 6) Additions and Deletions

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

**Discussion:** Coen noted the Konica Minolta invoice is large since they were behind on sending invoices.

**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:** None

**Vote:** All in favor

**Motion passed**

**8) Bills and Salaries**

**Motion:** Booth moved to approve Bills and Salaries Report, O'Malley seconded.

**Discussion:** None

**Vote:**

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

Nays: 0

Absent: 0

**Motion passed**

**9) Unfinished Business**

**10) New Business:**

**a. Board to consider a motion to approve the amended vacation policy**

**Motion:** Krotiak to approve the amended vacation policy, O'Malley seconded.

**Discussion:** Coen noted that this was discussed at great length at the Policy Committee in September. The proposed changes comply with the new Paid Leave for All Workers Act.

**Vote:**

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

Nays: 0

Absent: 0

**Motion passed**

**b. Board to consider a motion to approve the FY23 audit**

**Motion:** Booth moved to approve the FY23 audit, O'Connor seconded.

**Discussion:** Coen stated that Sikich has completed the audit. A draft of the fund balance report was previously presented in October and it is now finalized. Krotiak noted on page 10 that it mentions the Friends of the Library. Coen said she would inform the auditors that they have officially dissolved. Krotiak asked if the pension liability is typically included in the management letter. Parker confirmed that it is always presented this way.

**Vote:**

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

Nays: 0

Absent: 0

**Motion passed**

**c. Discussion of timing of YTS renovation second phase**

O'Connor stated he is in favor of moving forward with the second phase since construction costs are increasing.

Donoghue feels that we are working with a 10-year old capital outlay report and would feel better if we had more up-to-date information before we move forward, though she will not object to the project. Coen will reach out to the construction manager and architects to get contracts for approval at a future meeting.

**11) Adjournment**

**Motion:** Carmichael moved to adjourn at 7:45 p.m., Booth seconded.

**All in favor**

**Motion passed**

**Respectfully submitted,**

**Heather Booth**

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