



## WESTMONT PUBLIC LIBRARY

428 N Cass Ave, Westmont, IL 60559

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[westmontlibrary.org](http://westmontlibrary.org)

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

### MINUTES OF THE REGULAR MEETING OF THE LIBRARY BOARD OF TRUSTEES

December 19, 2023

#### 1) Call to Order

The meeting was called to order at 7:03 p.m. by Board President Jason Fichtel on Tuesday, December 19, 2023 at the Westmont Public Library.

#### 2) Roll Call

**Present:** Secretary Heather Booth, Vice President Elaine Carmichael, Trustee Beth Krotiak, Treasurer Kerry O'Connor, Trustee Joanne O'Malley, and President Jason Fichtel

**Absent:** Trustee Melissa Donoghue

**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 November 21, 2023

b. Communications log November 2023

c. Director's report December 2023

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

**Discussion:** None

**Vote:** All in favor

**Motion passed**

#### 5) Open Forum:

a. **Public:** None

b. **Board:** O'Connor was excited to share that his daughter has discovered the joys of the Library. Fichtel wished everyone Happy Holidays.

c. **Director:** Coen reported that she along with Trustee Booth and Assistant Director Seisser attended the ILA Legislative Lunch on December 6. The representative for Westmont, Jenn Ladisch-Douglass was there so it was great to have an opportunity to talk to her about issues impacting library services. Coen noted that she attended the December 14 Village Board Meeting for the public hearing on the levy ordinance. The ordinance will be submitted by the Village to the County with final numbers coming in March.

d. **Staff:** Seisser reported that nine (9) library staff members participated in the Holly Days parade and we gave away holiday stickers. Youth librarian Sarah Jane and Marketing Associate Aaron decorated our gardens for the season with seasonal greens donated by the Village's Public Works department. Seisser noted that on December 14 the library Green Team and other interested library staff visited SCARCE in Addison for a facility tour. The Library is working towards earning the SCARCE Earth Flag. Seisser noted that she and Marketing Associate Aaron decorated the Library's Holly Days tree with bird-friendly ornaments. The Westmont Reads program began December 1 and this year we are

trying out bingo cards as part of the program. We had two employees of the moment - Youth librarian Sarah Jane Nordan pulled together the decorations for the garden. Assistant Youth Librarian Heidi Engel designed a scavenger hunt during the holiday time for school children.

**6) Additions and Deletions**

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

**Discussion:** None

**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:** Carmichael had a question about non-resident fees. Coen noted that in last year's profit/loss report these charges were coded as fines and fees but this year they are coded as non-resident fee revenue.

**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, Krotiak, O'Connor, O'Malley, and Fichtel - 6

Nays: 0

Absent: Donoghue - 1

**Motion passed**

**9) Unfinished Business**

**10) New Business:**

- a. Board to consider a motion to approve the Product Architecture + Design contract for architectural services in the amount of \$9,800 from special reserves.**

**Motion:** Booth moved to approve the Product Architecture + Design contract for architectural services in the amount of \$9,800 from special reserves, Krotiak seconded.

**Discussion:** Coen noted that this service is for Phase 2 of the second floor renovation. This item was already presented as part of the conceptual budget. The contract outlines exactly what this contractor will be doing for us. O'Connor stated that he would be abstaining from the vote as he has a professional relationship with this firm.

**Vote:**

Ayes: Booth, Carmichael, Krotiak, O'Malley, and Fichtel - 5

Nays: 0

Abstain: O'Connor - 1

Absent: Donoghue - 1

**Motion passed**

- b. Board to consider a motion to approve the REthink Owner Solutions, Inc. contract for pre-construction services in the amount of \$9,500 and onsite supervision services not to exceed \$19,500 from special reserves.**

**Motion:** Booth moved to approve the REthink Owner Solutions, Inc. contract for pre-construction services in the amount of \$9,500 and onsite supervision services not to exceed \$19,500 from special reserves, Krotiak seconded.

**Discussion:** Krotiak asked if 3-weeks is a reasonable timeframe. Coen confirmed that she spoke with Justin and given the size of the project and the confinement to one area of the building, he believes that the project can be completed in

three weeks. Booth asked if this was a new company. Coen clarified that it is the same firm we have worked with on prior interior projects but the name has just changed.

**Vote:**

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

Nays: 0

Absent: Donoghue - 1

**Motion passed**

**c. Board to consider a motion to approve the FY24 Per Capita Grant application.**

**Motion:** Booth moved to approve the FY24 Per Capita Grant application, O'Malley seconded.

**Discussion:** Coen noted that the grant application is included in the board packet as well as a checklist and of the Illinois Public Library standards. O'Connor asked about window cleaning. Coen said that we strive to get our windows cleaned every year but it depends on the budget. The new piece to the grant application is the certification that the Library has a policy that prohibits banning of material. Also included is the FY22 expenditure report. Krotiak asked about the certification of the eligibility. Coen confirmed that the certification asks if the Library adopted ALA's policy or created our own. Krotiak noted that the checklist is helpful for understanding all that we do at the Library.

**Vote:**

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

Nays: 0

Absent: Donoghue - 1

**Motion passed**

**d. Board to discuss the process for the Director's evaluation.**

**Discussion:** Booth sent library evaluation policies from other libraries to the Board for review. The trustees discussed the current process. Fichtel gave the trustees a homework assignment to review the evaluations and offer suggestions for the Director's review. Booth said that the Board members can send their suggestions to her directly and she will collate them for next month's discussion.

**11) Adjournment**

**Motion:** Booth moved to adjourn at 7:39 p.m., Carmichael seconded.

**All in favor**

**Motion passed**

**Respectfully submitted,**

**Heather Booth**

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