



## WESTMONT PUBLIC LIBRARY

428 N Cass Ave, Westmont, IL 60559

630 869 6150

[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

January 16, 2024

#### 1) Call to Order

The meeting was called to order at 7:00 p.m. by Board President Jason Fichtel on Tuesday, January 16, 2024 at the Westmont Public Library.

#### 2) Roll Call

**Present:** Vice President Elaine Carmichael, Trustee Melissa Donoghue, Trustee Beth Krotiak, Treasurer Kerry O'Connor, and President Jason Fichtel

**Absent:** Secretary Heather Booth and Trustee Joanne O'Malley

**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 December 19, 2023

b. Communications log December 2023

c. Director's report January 2024

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

**Discussion:** None

**Vote:** All in favor

**Motion passed**

#### 5) Open Forum:

a. **Public:** None

b. **Board:** O'Connor expressed a thank you to Julia and Alex for selecting a book for his son.

c. **Director:** Coen reported that there is a blood drive at the High School on Thursday. Coen will be meeting tomorrow with Justin and Tiffany, the project manager and architect on the next phase of the renovation. The Library will be hosting Coffee with the Mayor on March 23rd. The Hinsdale Humane Society is accepting donations to help with their recent parvo outbreak. Illinois Reads is February 3 - programming begins at 10:00 a.m. at Westmont High School.

d. **Staff:** Seisser reported that the Computer Lab was painted in preparation for the wayfinding improvement project. The Westmont Reads is ongoing with 188 patrons registered, 86 completions, 171 completed activities. The puzzle and game collection swap is on Saturday, January 20. The tiny art show will be held the first week of February when votes can be cast for the individual artwork. Over winter break, Youth Services offered Jumbo Board Games for families to play and it was a great success.

#### 6) Additions and Deletions

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

**Discussion:** None

**Vote:** All in favor

**Motion passed**

**8) Bills and Salaries**

**Motion:** Donoghue moved to approve Bills and Salaries Report, Carmichael seconded.

**Discussion:** None

**Vote:**

Ayes: Carmichael, Donoghue, Krotiak, O'Connor, and Fichtel - 5

Nays: 0

Absent: Booth and O'Malley - 2

**Motion passed**

**9) Unfinished Business**

**10) New Business:**

**a. Board to consider a motion to approve the updated Public Use of the Internet Policy**

**Motion:** Krotiak moved to approve the updated Public Use of the Internet Policy, Carmichael seconded.

**Discussion:** Coen noted that it is as presented in the packet. One change was made during the Policy Committee Meeting to amend the user agreement to prohibit viewing pornography in the library.

**Vote:**

Ayes: Carmichael, Donoghue, Krotiak, O'Connor, and Fichtel - 5

Nays: 0

Absent: Booth and O'Malley - 2

**Motion passed**

**b. Board to consider a motion to approve the updated Exhibits and Display Policy**

**Motion:** Krotiak moved to approve the updated Exhibits and Display Policy, Carmichael seconded.

**Discussion:** Coen noted that it is as presented in the packet.

**Vote:**

Ayes: Carmichael, Donoghue, Krotiak, O'Connor, and Fichtel - 5

Nays: 0

Absent: Booth and O'Malley - 2

**Motion passed**

**c. Board to consider a motion to approve the updated Disposal of Surplus Property Policy**

**Motion:** Donoghue moved to approve the updated Disposal of Surplus Property Policy, Krotiak seconded.

**Discussion:** Coen noted that it is presented in the packet.

**Vote:**

Ayes: Carmichael, Donoghue, Krotiak, O'Connor, and Fichtel - 5

Nays: 0

Absent: Booth and O'Malley - 2

**Motion passed**

**d. Board to discuss the Library Director's annual review process**

**Discussion:** Secretary Booth is not present at the meeting to share this information.

**11) Executive Session**

Krotiak moved to move into Executive Session for the purpose of reviewing previously closed session meeting minutes under 5 ILCS 120/2, Donoghue seconded.

**Vote:**

Ayes: Carmichael, Donoghue, Krotiak, O'Connor, and Fichtel - 5

Nays: 0

Absent: Booth and O'Malley - 2

**Motion passed**

Meeting adjourned to Executive Session at 7:15 p.m.

**12) Resume Open Session**

President Fichtel called back into regular session the regular meeting of the Board of Trustees of the Westmont Public Library on Tuesday, January 16, 2024 at 7:21 p.m.

**13) Roll Call**

**Present:** Vice President Elaine Carmichael, Trustee Melissa Donoghue, Trustee Beth Krotiak, Treasurer Kerry O'Connor, and President Jason Fichtel

**Absent:** Secretary Heather Booth and Trustee Joanne O'Malley

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

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

**14) New Business (continued)**

**e. Board to consider a motion to approve the executive session minutes from July 18, 2023**

Donoghue moved to approve the executive session minutes from July 18, 2023, Carmichael seconded.

**Discussion:** None

**Vote:**

Ayes: Carmichael, Donoghue, Krotiak, O'Connor, and Fichtel - 5

Nays: 0

Absent: Booth and O'Malley - 2

**Motion passed**

**f. Board to report on the need for confidentiality for all executive session minutes**

**Information:** President Fichtel noted that the Board reports that there is a need for confidentiality for all executive session minutes.

**15) Adjournment**

**Motion:** Carmichael moved to adjourn at 7:23 p.m., Donoghue seconded.

**All in favor**

**Motion passed**

**Respectfully submitted,**

**Michelle Mahlan on behalf of Heather Booth**

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