



WESTMONT PUBLIC LIBRARY

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630 869 6150
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Providing the community with the keys to lifelong learning.

MINUTES OF THE REGULAR MEETING OF THE LIBRARY BOARD OF TRUSTEES

April 16, 2024

1) Call to Order

The meeting was called to order at 7:05 p.m. by Board President Jason Fichtel on Tuesday, April 16, 2024 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: None

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 March 26, 2024
- b. Communications log March 2024
- c. Director's report April 2024

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 appreciated seeing the Village Proclamation for Library Week.
- c. **Director:** Coen noted that the Lions Club has donated a magnifying machine for the Library. She shared a reminder to all Board Members that SCARCE will present the Earth Flag to the Library on May 21 at 6:00 pm. An agenda will be posted for this special board meeting event.
- d. **Staff:** Seisser noted that the Master Gardeners are back and will be onsite most Tuesday and Fridays. Seisser recognized two employee of the moment awards: Sarah Jane Nordon provided a photo for a book display that included flowers Stephanie Larkins provided a pets in literature social media media post.

6) Additions and Deletions

Motion: Carmicheal 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: None

Vote: All in favor

Motion passed

8) 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:

Motion passed

9) Unfinished Business

10) New Business:

a. Board to consider a motion to approve the FY24/2 (May 1, 2024 - December 31, 2024) operating budget

Motion: O'Connor moved to approve the FY 24/2 operating budget, Booth seconded.

Discussion: Coen noted that we discussed the budget in great detail at last month's Board meeting. Any changes to that draft are in red and there are only a few. The levy amount was very close to Spencer's estimate and the final numbers are reflected in the revenue line now that we have that information from the County. On the expense side there were small increases for custodial supplies, grounds maintenance, HVAC maintenance, and furniture & equipment. Technology was reduced. Insurance includes final rates based on a full calendar year and we will be issued a refund due to the shorter year. Carmichael asked if the postage budget takes into consideration higher rates. Coen stated that we just applied a significant amount to get us through FY24/2. Krotiak inquired about the \$762,000 surplus and Coen explained that money will fund operations for the first 5 months of FY25 until we get property tax revenue in May/June of 2025. This is a change in how our budgets appear on paper due to the change in fiscal years.

Vote:

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

Nays:

Motion passed

b. Board to consider a motion to approve the Resolution Authorizing FY24/2 Public Library Non-resident Card Participation and Fees

Motion: Booth moved to approve the Resolution Authorizing FY24/2 Public Library Non-resident Card Participation and Fees, Carmichael seconded.

Discussion: Coen stated that the fee is calculated based on the current tax rate for taxpayers and renters pay 15%. Booth inquired if non-residents are impacted by the change in fiscal years. Coen responded no since non-resident fees are valid for an entire calendar year from the day they are paid.

Vote:

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

Nays:

Motion passed

c. Board to consider a motion to approve the Public Comment Policy

Motion: Booth moved to approve the Public Comment Policy, Carmichael seconded.

Discussion: Booth presented the changes that were discussed at the policy committee meeting.

Vote:

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

Nays:

Motion passed

d. Board to present proposed changes to the Bylaws of Westmont Public Library Board of Trustees for approval at the May 2024 regular Board Meeting

Discussion: Booth presented the changes that were discussed at the policy committee meeting.

e. Board to consider a motion to award the general trades, painting, and millwork bid to Leopardo Companies, Inc. in the amount of \$57, 250 from special reserves

Motion: Booth moved to award the general trades, painting, and millwork bid to Leopardo Companies, Inc. in the amount of \$57, 250 from special reserves, Krotiak seconded.

Discussion: Coen noted that the bids are within budget. She also noted that we have worked with this contractor on every construction project in recent years and they do quality work.

Vote:

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

Nays:

Motion passed

f. Board to consider a motion to approve the budget for the YTS renovation for \$143, 108

Motion: O'Connor moved to approve the budget for the YTS renovation for \$143,108, Booth seconded.

Discussion: Coen stated that this is the total amount for the project including construction manager and architect fees. The budget is funded from Special Reserves and the Per Capita Grant. Krotiak asked what the alternate bid for tile meant. Coen stated that this includes tiling around the toilet and sink areas in the bathrooms instead of just drywall to help keep the areas cleaner and dryer.

Vote:

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

Nays:

Motion passed

11) Adjournment

Motion: Carmichael moved to adjourn at 7:37 p.m., O'Malley seconded.

All in favor

Motion passed

Respectfully submitted,

Heather Booth

Westmont Public Library Board of Trustees, Secretary