



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

February 20, 2024

1) Call to Order

The meeting was called to order at 7:00 p.m. by Board President Jason Fichtel on Tuesday, February 20, 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 (arrived 7:10), 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 January 16, 2024

b. Minutes of policy committee meeting January 16, 2024

c. Communications log January 2024

d. Director's report February 2024

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

Discussion: Carmichael noted that the Director's report provides such good information. Coen noted that the managers send a monthly report to her so that information is included in the Director's report.

Vote: All in favor

Motion passed

5) Open Forum:

a. **Public:** None

b. **Board:** Booth noted that she had a chance to work the Library table with Aaron Hawkins at the Illinois Reads event.

Booth said that it was exciting to see how the patrons recognized Aaron and were happy to see the library represented at the event. Coen noted that Hawkins pitches in across all departments. O'Connor gave a shout out to Alex and Trivia night. Carmichael mentioned that the Chamber Open House is tomorrow night from 5:00-6:30 p.m.

c. **Director:** Coen noted that she has completed a 14-month Board Action Item calendar. The Library has subscribed to PressReader, which gives patrons free online access to several national newspapers and hundreds of popular magazines. On May 21 at 6pm, SCARCE will be presenting the Library with the Earth Flag. Seisser was very instrumental in spearheading the project along with the help of the Green Team.

d. **Staff:** Seisser recognized new employees of the month: Zane, Aaron, and Adrian. Westmont Reads program had more participation than last year with 2,425 activities completed (or squares on the bingo card). Marcy has updated our emergency manual. Our Tiny Art Show had record participation with 122 participants.

Carlson and DeJonghe from the Adult Services department, gave a presentation highlighting the collection development process. DeJonghe noted that the most important thing that selectors know when selecting material is that the collection is not their collection and the budget is not their budget but that of the community. She also noted that weeding is done on a regular basis and is based on collection reports, physical quality of the item, currency of information, and community demand.

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, Donoghue 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 when the zero dollar invoices do not reflect an amount on the reports due to a glitch the software reporting feature. For the Library Furniture International invoice, purchases include additional hold shelves, new chairs for the adult services public area, end caps on the fiction and non-fiction with display units, and sign holders for the DVDs.

Vote:

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

Nays:

Absent:

Motion passed

9) Unfinished Business

10) New Business:

a. Board to consider a motion to approve the updated Investment of Public Funds Policy

Motion: Donoghue moved to approve the updated Investment of Public Funds Policy, Krotiak seconded.

Discussion: O'Connor noted the edits in the packet with a few minor grammatical changes.

Vote:

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

Nays:

Absent:

Motion passed

b. Board to consider a motion to approve the destruction of executive session recordings from February 15, 2022 and July 19, 2022.

Motion: Carmichael moved to approve the destruction of executive session recordings from February 15, 2022 and July 19, 2022, Booth seconded.

Discussion: Coen noted that under OMA guidelines the Board can move to approve the destruction of executive session recordings as long as minutes are approved and that they are older than 18 months.

Vote:

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

Nays: 0

Absent:

Motion passed

11) Executive Session

a. Library Director's annual review

According to 5 ILCS 120/2, the Board may move to go into executive session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body or against legal counsel for the public body to determine its validity. However, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with this Act.

Motion:

Donoghue moved to move into Executive Session for the purpose of discussing the Library Director's annual review, Krotiak seconded.

Vote:

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

Nays: 0

Absent:

Motion passed

Meeting adjourned to Executive Session at 7:42 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, February 20, 2024 at 8:47 p.m.

13) 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:

Staff present: Director Julia Coen and Assistant Director Colleen Seisser

Also Present: Assistant Village Manager Spencer Parker

14) Adjournment

Motion: Carmichael moved to adjourn at 8:48 p.m., O'Malley seconded.

All in favor

Motion passed

Respectfully submitted,

Heather Booth

Westmont Public Library Board of Trustees, Secretary