



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

May 21, 2024

1) Call to Order

The meeting was called to order at 7:01 p.m. by Board President Jason Fichtel on Tuesday, May 21, 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 on April 16, 2024
- b. Minutes of the policy committee meeting on April 16, 2024
- c. Communications log April 2024
- d. Director's report May 2024

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

Discussion: None

Vote: All in favor

Motion passed

5) Open Forum:

a. **Public:** None

b. **Board:** Booth commented that she is really proud of the Library for getting the Earth Flag. She said that we often hear about Westmont quietly leading and this is a great example. Carmichael mentioned that while at a Salt Creek Ballet performance, the staff expressed their appreciation for being included in Library programming. She also mentioned that when the Library gardens were planted, the Rotary Club as well as Director Coen helped. Carmichael reminded the Board about the Memorial Day Parade this weekend beginning at 11:00 a.m. at the Park District building. O'Malley echoed Booth's comments in congratulating Library staff for such an amazing accomplishment of earning the Earth Flag.

c. **Director:** Coen said that Seisser was instrumental in organizing and directing the Green Team. Coen was aware of the efforts of the staff, but the level of detail provided during the presentation helped confirm the hard work staff put into earning the Earth Flag. Coen also mentioned that the permit was approved for the bathrooms and the lounge and that the hold shelves and the new end caps on the first floor have been installed.

d. **Staff:** Seisser thanked everyone for the congratulatory remarks. The Rotary grant money for the Library garden was spent on tomato ladders, bulbs, vegetable and herb plants, a new hose, trellises, planters, soil and fertilizer. Summer

reading program starts May 24 and the theme is Read, Renew, Repeat. There will be a bread tag collection and we will coordinate with SCARCE for recycling with the proceeds being used to purchase wheelchairs. Booth asked if SCARCE offers a recertification program to keep current with earning the Earth Flag. Seisser mentioned that some of the first entities to earn the Earth Flag are now re-certifying after 10 years. There was an Employee of the Moment this month that recognized Paige from Patron Services.

Mahlan added that she was excited to learn about the Library working towards earning the Earth Flag during her interview and is very proud of all that the Green Team has accomplished.

6) Additions and Deletions

Motion: Carmichael moved to include Additions and Deletions with Bills and Salaries, O'Malley 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, O'Malley 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: None

Vote:

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

Nays:

Motion passed

9) Unfinished Business

10) New Business:

a. Election of officers

Motion: Booth moved to nominate Fichtel as President, Carmichael seconded.

Discussion: None

Vote:

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

Nays:

Motion passed

Motion: Booth moved to nominate Carmichael as Vice-President, Donoghue seconded.

Discussion: None

Vote:

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

Nays:

Motion passed

Motion: Carmichael moved to nominate Booth as Secretary, Donoghue seconded.

Discussion: None

Vote:

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

Nays:

Motion passed

Motion: Booth moved to nominate O'Connor as Treasurer, O'Malley seconded.

Discussion: None

Vote:

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

Nays:

Motion passed

b. Committee Appointments

Discussion: Fichtel stated that the committee appointments will remain the same for the duration of 2024.

c. Board to consider a motion to approve the regular Board meeting dates for FY24/2

Motion: O'Connor moved to approve the regular Board meeting dates for FY24/2, Booth seconded.

Discussion: None

Vote:

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

Nays:

Motion passed

d. Appointment of FOIA Officer and OMA Designee.

Discussion: Coen was re-appointed as FOIA Officer and Krotiak was re-appointed as OMA Designee.

e. Board to consider a motion to approve the FY24/2 Appropriation.

Motion: Booth moved to approve the FY24/2 Appropriation, Donoghue seconded.

Discussion: Coen stated that the appropriation sets the legal limit of how much money can be expended. Typically, we appropriate about 25% over the budget line. Krotiak asked if it was between 25-30% last year. Coen confirmed it was 24%.

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 Bylaws of the Westmont Public Library Board of Trustees as announced at the April 2024 regular Board meeting.

Motion: Carmichael moved to approve the Bylaws of the Westmont Public Library Board of Trustees as announced at the April 2024 regular Board meeting, Booth seconded.

Discussion: Coen mentioned that these changes were brought forward at the Policy Meeting and the Board Meeting in April as per the bylaws. The changes were also posted for public review.

Vote:

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

Nays:

Motion passed

11) Adjournment

Motion: O'Malley moved to adjourn at 7:24 p.m., Krotiak seconded.

All in favor

Motion passed

**Respectfully submitted,
Heather Booth
Westmont Public Library Board of Trustees, Secretary**