



## 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

June 18, 2024

#### 1. Call to Order

The meeting was called to order at 7:00 p.m. by Board President Jason Fichtel on Tuesday, June 18, 2024 at the Westmont Public Library.

#### 2. Roll Call

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

**Absent:** Trustee Melissa Donoghue and Treasurer Kerry O'Connor

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

**Also Present:** Assistant Village Manager Spencer Parker, Finance Director Allen Altic

#### 3. Pledge of Allegiance

#### 4. Approval of Consent Agenda

- a. Minutes of the special board meeting on May 21, 2024
- b. Minutes of the regular board meeting on May 21, 2024
- c. Communications log May 2024
- d. Director's report June 2024

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

**Discussion:** None

**Vote:** All in favor

**Motion passed**

#### 5. Open Forum:

- a. **Public:** Spencer Parker introduced Allen Altic as the new Village Finance Director. Allen has worked in municipalities and as an auditor. Booth thanked Spencer for his contributions to the Board.
- b. **Board:** None
- c. **Director:** Coen mentioned the new wayfinding signs that have been installed on the first floor. Kudos to Colleen, Kerry, and Aaron for coordinating this effort. Also a special thanks to Public Works for the Master Gardener and bee signs installed in the gardens. The Federal Government has issued new standards for accessibility by 2027 for websites and apps. Staff are already working on this.
- d. **Staff:** Seisser added that the wall wrap at the main is the last piece of wayfinding signs to be installed. At the June 6 Crusin' Nights we had 140 interactions. Summer Reading started May 24 and as of June 17 Seisser reported 479 patrons registered; 77 completions of the program; 2,121 badges earned; 2,504 books read; and 53,759 minutes read.

#### 6. Additions and Deletions to Bills and Vendors

**Motion:** Booth moved to include Additions and Deletions to Bills and Vendors, Carmichael seconded.

**Discussion:** None

**Vote:** All in favor

**Motion passed**

**7. Treasurer's Report**

**Motion:** Krotiak moved to file the Treasurer's Report for audit, O'Malley seconded.

**Discussion:** None

**Vote:** All in favor

**Motion passed**

**8. Bills and Vendors**

**Motion:** Booth moved to approve Bills and Vendors Report, O'Malley seconded.

**Discussion:** None

**Vote:**

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

Nays:

Absent: Donoghue and O'Connor - 2

**Motion passed**

**9. Unfinished Business**

**10. New Business:**

**a. Board to consider a motion to approve the FY24 Illinois Public Library Annual Report**

**Motion:** Booth moved to approve the FY24 Illinois Public Library Annual Report, Krotiak seconded.

**Discussion:** Coen said as noted on the agenda, this report is to be filed with the State within 60 days of the end of the fiscal year. The report compiles all the monthly information that is provided to the Board. Usage in almost every category has increased this year. Krotiak asked if there are ever any questions from the State about our stats. Coen noted that if the number is drastically different from the prior year, an explanation is required. Booth asked if 1-on-1 tutorials are included in the stats. Coen replied yes. Fichtel asked about the IT costs on page 15 and if this is a fixed monthly cost. Coen noted that IT services are provided by the Village, including internet costs, which is why we don't include that cost in the report. Booth expressed that the study room usage is a great record of what the Library accomplishes each year. It is really notable. Coen mentioned that the children's circulation is up since the renovation. Krotiak said that a great change in the design brings in more patrons. Carmichael asked when the bathroom renovation begins and Coen replied that it is a July 15 start date.

**Vote:**

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

Nays:

Absent: Donoghue and O'Connor - 2

**Motion passed**

**11. Adjournment**

**Motion:** Carmichael moved to adjourn at 7:19 p.m., Booth seconded.

**All in favor**

**Motion passed**

**Respectfully submitted,**

**Heather Booth**

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