



## WESTMONT PUBLIC LIBRARY

428 N Cass Ave, Westmont, IL 60559

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[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 21, 2025

#### 1) Call to Order

The meeting was called to order at 7:03 p.m. by Board President Jason Fichtel on Tuesday, January 21, 2025 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, and President Jason Fichtel

**Absent:** Trustee Joanne O'Malley

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

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

#### 3) Pledge of Allegiance

#### 4) Approval of Consent Agenda

a. Minutes of the regular board meeting on December 17, 2024

b. Communications log for December 2024

c. Director's report January 2025

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

**Discussion:** None

**Vote:** All in favor

**Motion passed**

#### 5) Open Forum:

a. **Public:** None

b. **Board:** None

c. **Director:** Coen noted that the capital needs assessment project is underway and we provided initial documentation to the consultants. The next step is for them to review the documentation and schedule the on-site inspection at some point in mid-February. We are once again an early voting location March 17-March 31. The election is on April 1. We have posted the Facilities Assistant and the Adult Services Librarian job postings. Booth asked about the applications for the Facilities Assistant positions, and Coen noted that there are some good candidates to consider.

d. **Staff:** Seisser noted that the Library has received a Braille reader as a generous donation from the Lions Club. We will be doing an article on Lions's Club in an upcoming newsletter. We are no longer using ThriftBooks for selling our used books and have decided to use BSN Books. BSN is very open to working with us and they will be accepting more items for repurposing. Our winter reading stats to date includes: 184 registered users (83 adults/101 youth and teen patrons), 67 completions, and 1528 activities completed.

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

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

**Discussion:** none

**Vote:** All in favor

**Motion passed**

**7) Treasurer's Reports**

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

**Discussion:**

**Vote:** All in favor

**Motion passed**

**8) Bills and Vendors**

**Motion:** Booth moved to approve Bills and Vendors Report, Carmichael seconded.

**Discussion:** None

**Vote:**

Ayes: Booth, Carmichael, Donoghue, Krotiak, O'Connor, and Fichtel - 6

Nays:

Absent: O'Malley - 1

**Motion passed**

**9) Unfinished Business**

**10) New Business:**

**a. Election of officers**

**Discussion:**

Carmichael nominated Fichtel for President, Donoghue seconded.

Krotiak nominated Carmichael for Vice-President, Donoghue seconded.

Booth nominated O'Connor for Treasurer, Krotiak seconded.

Donoghue nominated Booth for Secretary, Carmichael seconded.

**Vote:** All in favor

**Motion passed**

**b. Committee appointments**

**Discussion:** All current committee members agreed to serve on their appointed committees for another year.

Policy Committee - Secretary Booth, Vice-President Carmichael, Trustee Krotiak, and Trustee Joanne O'Malley.

Finance Committee - Treasurer O'Connor, Vice-President Carmichael, Trustee Melissa Donoghue, and Trustee Krotiak.

**c. Board to consider a motion to approve the regular Board meeting dates for FY25**

**Motion:** Carmichael moved to approve the regular Board meeting dates for FY25, Booth seconded.

**Discussion:** Coen noted that the March Meeting is the third Tuesday of the month and not the fourth.

**Vote:**

Ayes: Booth, Carmichael, Donoghue, Krotiak, O'Connor, and Fichtel - 6

Nays:

Absent: O'Malley - 1

**Motion passed**

**d. Appointment of FOIA Officer and OMA Designee**

**Discussion:**

Coen was reappointed as FOIA Officer.

Booth nominated Krotiak as OMA Designee, Carmichael seconded.

**Vote:**

Ayes: Booth, Carmichael, Donoghue, Krotiak, O'Connor, and Fichtel - 6

Nays:

Absent: O'Malley - 1

**Motion passed**

**e. Board to consider a motion to approve the FY25 Appropriation**

**Information:** The Library Board is required by Illinois law to approve a library appropriation within 90 days of the beginning of the fiscal year to be included in the corporate authority's appropriation ordinance. The appropriation sets the legal limit of the amount of money the library can spend in its general fund in the fiscal year.

**Motion:** Donoghue moved to approve the FY25 Appropriation, Booth seconded.

**Discussion:** Coen noted that once approved, the appropriation is included in a Village Ordinance. The appropriation is the legal amount that you can spend and is typically calculated 25% over-budget for each line. There is a bigger increase for Buildings & Grounds, Maintenance, and Professional Services. We are also appropriate for a special reserves fund.

O'Connor asked if we were committed by line item. Coen noted that it is by fund.

**Vote:**

Ayes: Booth, Carmichael, Donoghue, Krotiak, O'Connor, and Fichtel - 6

Nays:

Absent: O'Malley - 1

**Motion passed**

**f. Board to consider a motion to approve the Purchasing Policy**

**Motion:** Krotiak moved to approve the Purchasing Policy, Donoghue seconded.

**Discussion:** O'Connor noted that we considered this policy during the Finance Committee meeting. We have decided to adopt the proposed revisions, as well as some revisions suggested by Krotiak regarding the board's review and approval of purchases for the credit card and petty cash.

**Vote:**

Ayes: Booth, Carmichael, Donoghue, Krotiak, O'Connor, and Fichtel - 6

Nays:

Absent: O'Malley - 1

**Motion passed**

**11) Executive Session**

**Motion:** Booth 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: Booth, Carmichael, Donoghue, Krotiak, O'Connor, and Fichtel - 6

Nays: 0

Absent: O'Malley - 1

**Motion passed**

The meeting adjourned to Executive Session at 7:24 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 21, 2025 at 7:30 p.m.

**13) Roll Call**

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

**Absent:** Trustee Joanne O'Malley

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

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

**14) New Business (continued)**

**g. Board to consider a motion to approve the executive session minutes from July 16, 2024**

**Motion:** Booth moved to approve the executive session minutes from July 16, 2024, Carmichael seconded.

**Discussion:** None

**Vote:**

Ayes: Booth, Carmichael, Donoghue, Krotiak, O'Connor, and Fichtel - 6

Nays: 0

Absent: O'Malley - 1

**Motion passed**

**h. 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:** Booth moved to adjourn at 7:31 p.m., Carmichael seconded.

**Vote:** All in favor

**Motion passed**

**Respectfully submitted,**

**Heather Booth**

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