



WESTMONT PUBLIC LIBRARY

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MINUTES OF THE FINANCE COMMITTEE MEETING

JUNE 17, 2025

1) Call to Order

The meeting was called to order at 6:04 p.m. by Treasurer Kerry O'Connor on Tuesday, June 17, 2025 at the Westmont Public Library.

2) Roll Call

Present: Trustee Melissa Donoghue, Trustee Beth Krotiak, Treasurer Kerry O'Connor

Also Present: President Jason Fichtel and Trustee Joanne O'Malley

Absent: Vice President Elaine Carmichael

Staff present: Director Julia Coen and Assistant Director Colleen Seisser

3) Pledge of Allegiance

4) Open Forum:

a. **Public:** None

b. **Board:** None

c. **Director:** Coen shared the 2024 Westmont Public Library Funding and Expenses flyer with the Board, some of the included content was shared at the Westmont State of the Village address. The flyer will be posted on the Library's website.

d. **Staff:** None

5) New Business

a. Review and discuss the Capital Needs Assessment report by Engberg Anderson

Discussion: Coen noted the following about the reports:

- Will be a multi part discussion, upcoming meetings could include a tour of the Library and the consultants coming to a meeting to speak with the Board.
- The goal is to work through the report and prioritize projects for a simpler budget timeline.
- Additional notes:
 - Costs calculated via unit cost, increased by 25% (included in narrative).
 - Annual inflation rate is 4%.
 - Any project under \$1,000 was rounded up to at least \$1,000 due to minimum work requirements by contractors.
 - Projects were not grouped, so that is something we will have to figure out as we discuss.
 - The consultants provided a recommended priority list, but they sometimes cannot be performed in the linear presentation in the report (ex. HVAC control system needs to be installed before a new chiller is installed).

- Narrative report
 - Coen reviewed each section of the narrative report, explaining each project scope.
- Next steps:
 - Coen recommended completing a full review of the report by the fall for budget planning.
 - Topics to address:
 - Discussion of high priority projects and costs.
 - How to handle regular maintenance.
 - Consultant review: Coen will reach out to the consultants to schedule a special meeting in July
 - Facility tour for trustees, preferably before meeting with the consultants
 - Board requested Coen ask consultants about critical path when it comes to the projects listed and agreed it would be a good idea to have consultants attend a Board meeting to discuss questions.

b. Recommend the next finance committee agenda

Discussion: The next meeting will be a continuation of the capital needs assessment discussion.

6) Adjournment:

Motion: Donoghue moved to adjourn at 7:04 p.m., Krotiak seconded.

All in favor

Motion passed

Respectfully submitted,

Kerry O'Connor

Westmont Public Library Board of Trustees, Treasurer