



## WESTMONT PUBLIC LIBRARY

428 N Cass Ave, Westmont, IL 60559

630 869 6150

westmontlibrary.org

*Providing the community with the keys to lifelong learning.*

### MINUTES OF THE REGULAR MEETING OF THE LIBRARY BOARD OF TRUSTEES

September 16, 2025

#### 1) Call to Order

The meeting was called to order at 7:08 p.m. by Board President Jason Fichtel on Tuesday, September 16, 2025 at the Westmont Public Library.

#### 2) Roll Call

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

**Absent:** Trustee Joanne O'Malley

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

**Also Present:** Village Finance Director Allen Altic

#### 3) Pledge of Allegiance

#### 4) Approval of Consent Agenda

b) Minutes of the regular board meeting on August 19, 2025

c) Minutes of the finance committee meeting on August 11, 2025

d) Communications log for August 2025

e) Director's report September 2025

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

**Discussion:**

**Vote:** All in favor

**Motion passed**

#### 5) Open Forum:

a. **Public:** None

b. **Board:** Booth said that she used the notarization service at the Library and it was very helpful. O'Connor inquired if we could see about improving the microphone at Trivia at Zazzo's. Carmichael noted that the Chamber Open House is tomorrow at Net Games.

c. **Director:** None

d. **Staff:** Seisser noted that the staff in-service is a week from this Friday. There will be presentations on AI, narcan administration, disability awareness by JJ's List, and a scavenger hunt to end the in-service. The Pollinator Fest was a great success and the Pet Parade was this past week. The Library's Computer Lab will be closed on October 2 for a server upgrade. Staff will be at the trick or treat trail on October 18.

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

**Motion:** Donoghue 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, Donoghue seconded.

**Discussion:** None

**Vote:** All in favor

**Motion passed**

**8) Bills and Vendors**

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

**Discussion:** None

**Vote:**

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

Nays: none

Absent: O'Malley - 1

**Motion passed**

**9) Unfinished Business: None**

**10) New Business**

**a. Board to discuss timeline and process for Director's annual evaluation.**

**Discussion:** It was decided that all staff will be provided with an upward evaluation survey and that Coen will provide a written self-evaluation that includes her vision of the future of the library and stewardship of the building.

**11) Adjournment**

**Motion:** Booth moved to adjourn at 7:30 p.m., Donoghue seconded.

**Discussion:** None

**Vote:** All in favor

**Motion passed**

**Respectfully submitted,**

**Heather Booth**

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