WESTMONT PUBLIC LIBRARY

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

**MINUTES OF THE REGULAR MEETING OF THE LIBRARY BOARD OF TRUSTEES**
**October 21, 2025**

1) **Call to Order**
The meeting was called to order at 7:00 p.m. by Board President Jason Fichtel on Tuesday, October 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 O'Connor, Trustee Joanne O'Malley, and President Jason Fichtel
**Absent:** none
**Staff present:** Director Julia Coen, Assistant Director Colleen Seisser, and Administrative Assistant Michelle Mahlan
**Also Present:** Assistant Village Administrator Spencer Parker

3) **Pledge of Allegiance**

4) **Approval of Consent Agenda**
   b) Minutes of the regular board meeting on September 16, 2025
   c) Minutes of the finance committee meeting September 16, 2025
   d) Communications log for September 2025
   e) Director's report October 2025

   **Motion**: Booth moved to approve the Consent Agenda, O'Malley seconded.
   **Discussion**: There is a typo on the Finance Committee minutes - on page 2 of the regular meeting, it should say "year" instead of "hear."
   **Vote**: All in favor
   **Motion passed**

5) **Open Forum:**
   a. **Public**:
   b. **Board**: O'Connor gave a shout out to the Westmont Girls' Volleyball team that will be hosting the regionals next week.
   c. **Director**: Coen noted that ILA is having legislative meet-ups on December 1. We are still waiting for proposals from Engberg Anderson and plan to bring those to the Board in November.
   d. **Staff:** Seisser noted that the trick or treat trail had over 1,000 people. Our new remote printing service is up and running. The Library will be participating in the Holly Days parade, holiday lights recycling, and the Holly Day's food drive. Pumpkin composting will be here at the Library on November 8. Patty and Isabella from Patron Services both were nominated for Employee of the Moment awards.

6) **Additions and Deletions to Bills and Vendors**
   **Motion:** Donoghue moved to include Additions and Deletions to Bills and Vendors, Krotiak 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**: Carmichael asked about the insurance payment amount on the Budget Variance report and Coen confirmed the numbers were transposed but the total amount is correct. Carmichael asked about the miscellaneous expense transfer and Coen confirmed this is the transfer to Special Reserves.
**Vote**: All in favor
**Motion passed**

8) **Bills and Vendors**
**Motion:** Donoghue moved to approve Bills and Vendors Report, Booth seconded.
**Discussion**: Carmichael had a question about the addendum item of $4,000 for the software upgrades to the self-check units and Coen explained it's for two self-check operating system upgrades.
**Motion passed**

9) **Unfinished Business:** None

10) **New Business**
**a. Board to review the draft FY26 budget**
**Discussion**: The draft budget is included in the Board Packet. On the first page is the income report, which was presented to the finance committee in September. For expenses, the Employee Benefits and Salary & Wages are our biggest expenses. The COLA increase is 3% based on the local cost of living increase. Donoghue asked about insurance increases. Coen noted that the increase is 14% increase for our lowest level of coverage. FICA and IMRF rates are based on wages. Dejonghe, Adult Services Manager, gave a presentation on the rising costs of the hoopla service. Based on increases in cost and user base, the service will be eliminated in 2026. Krotiak and Donoghue asked about communication with patrons who use the service. DeJonghe said that she has spoken to other libraries who have also cut the service to learn how they managed the change. Messaging will be on our website and SWAN will remove HOOPLA titles from the catalog listing now. Booth asked if there are any other vendors on the horizon. DeJonghe is looking at who RAILS will be using for some of the digital platforms. Coen continued with the budget expenses and said there is a slight increase to the program and marketing budgets. Buildings and Grounds includes general maintenance with a 41% increase to address maintenance issues identified in the capital needs assessment report. Fire Alarm Maintenance and Elevator Maintenance has decreased because they will both be replaced in the coming year or two. Insurance numbers will be available in November from our broker. Next month the final budget will be presented for approval.

**b. Board to consider a motion to approve the FY26 Levy in the amount of $2,528.999**
**Motion:** Booth moved to approve the FY26 Levy, O'Malley seconded.
**Discussion**: Coen noted that the levy amount we receive is based on CPI of 2.9% plus taxes from new development. Once the request is finalized it is sent to the Village to be included in their ordinance and the county informs us of the final amount in March.
**Vote:**
Ayes: Booth, Carmichael, Donoghue, Krotiak, O'Connor, O'Malley, and Fichtel - 7
Nays: none
**Motion passed**

**c. Board to consider a motion to approve the Library Use and Conduct Policy**
**Motion:** Booth moved to approve the Library Use and Conduct Policy, Krotiak seconded.
**Discussion**: Booth noted that in the Policy Committee Meeting there was only one change to Item #10.

**Vote:**
Ayes: Booth, Carmichael, Donoghue, Krotiak, O'Connor, O'Malley, and Fichtel - 7
Nays: none
**Motion passed**

**d. Board to consider a motion to approve the Photography and Recording Policy**
**Motion:** Booth moved to approve the Photography and Recording Policy, Carmichael seconded.
**Discussion**: Booth noted that in the committee meeting there were only a few grammatical changes to the policy suggested.
**Vote:**
Ayes: Booth, Carmichael, Donoghue, Krotiak, O'Connor, O'Malley, and Fichtel - 7
Nays: none
**Motion passed**

**e. Board to consider a motion to approve the Identity Protection Policy**
**Motion:** Booth moved to approve the Identity Protection Policy, Krotiak seconded.
**Discussion**: Booth thanked Spencer Parker who suggested that the policy include verbiage regarding vendors.
**Vote:**
Ayes: Booth, Carmichael, Donoghue, Krotiak, O'Connor, O'Malley, and Fichtel - 7
Nays: none
**Motion passed**

**11) Executive Session (TABLED)**

a. **Board to consider a motion to move into Executive session for purposes of Library Director's annual review.**
**Motion:** Fichtel announced this item is tabled until November.

**12) Adjournment**

**Motion**: Carmichael moved to adjourn at 7:57 p.m., O'Malley seconded.
**Discussion: None**
**Vote: All in favor**
**Motion passed**

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