



## WESTMONT PUBLIC LIBRARY

428 N Cass Ave, Westmont, IL 60559

630 869 6150

[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

November 18, 2025

#### 1. Call to Order

The meeting was called to order at 7:02 p.m. by Board President Jason Fichtel on Tuesday, November 18, 2025 at the Westmont Public Library.

#### 2. Roll Call

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

**Absent:** Trustee Melissa Donoghue

**Staff present:** Director Julia Coen and Assistant Director Colleen Seisser

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

*\*Attended Remotely*

#### 3. Pledge of Allegiance

#### 4. Approval of Consent Agenda

a. Minutes of the regular board meeting on October 21, 2025

b. Minutes of the policy committee meeting on October 21, 2025

c. Communications log for October 2025

d. Director's report November 2025

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

**Discussion:** None

**Vote:** All in favor

**Motion passed**

#### 5. Open Forum:

a. **Public:** none

b. **Board:** Trustee Booth loves the photo in the Director's Report of Miss Adrian at adaptive storytime, remarked it was a great story and it's nice to be aware of the program. Trustee O'Connor agreed about the photo, and commented we are lucky to have Adrian. O'Connor also gave a shoutout to Aaron who is active across all areas of the Library and Alex for trivia. O'Connor asked if the door count was down 25% this October due to early voting last year in October. Coen said yes.

c. **Director:** Coen mentioned that the new tables and chairs have been installed in the Youth and Teen Services atrium. Coen mentioned the Per Capita Grant application and review of the updated Illinois State Library standards will be on next month's agenda.

d. **Staff:** Seisser mentioned that the Library hosted the Westmont Village Pumpkin Compost event on November 8, and it went well. Seisser reminded everyone that the Library will be marching in the Frosty & Friends Parade on Saturday, December 6. The Library's Westmont Reads program begins December 1 and will run through February 28. Seisser also

noted that our bingo programs are also doing really well and we have had to move them up to the KMR due to the high attendance.

**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:** None

**Vote:** All in favor

**Motion passed**

**8. Bills and Vendors**

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

**Discussion:** Trustee Carmichael asked about the sign language interpreter bill. Coen explained that a patron has requested a sign language interpreter for programs they attended and we use a vendor to coordinate an ASL interpreter to be at the events.

**Vote:**

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

Nays: 0

Absent: Donoghue - 1

**Motion passed**

**9. Unfinished Business: None**

**10. New Business**

- a. Board to consider a motion to approve the resolution authorizing a change to the Westmont Public Library's fiscal year. Motion:** Booth moved to approve the resolution authorizing a change to the Westmont Public Library's fiscal year, Krotiak seconded the motion

**Discussion:** Coen noted that the State Comptroller was notified we had changed the fiscal year and that the Village passed an ordinance, but they want a resolution from the Library since we don't have the authority to pass an ordinance.

**Vote:**

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

Nays: 0

Absent: Donoghue - 1

**Motion passed**

- b. Board to consider a motion to approve the FY26 Budget**

**Motion:** Krotiak moved to approve the FY26 Budget, Carmichael seconded.

**Discussion:** Coen noted that there are not many changes since the draft presented last month, just tweaks based on further information received. The biggest change was the insurance costs, as rates are increasing, as expected. Trustee Carmichael asked if the insurance covers injury. Coen said yes, it covers everything we are required to have, and that our insurance broker helps us figure out what other entities are doing and what is best practice for coverage. Trustee Booth asked whether the 9% health insurance increase is not as bad as other libraries are experiencing. Coen

mentioned that she spoke about this last month and that we did not budget for all eligible staff this year as we have in past years, only staff that are currently enrolled, and this is how we were able to absorb some of the high costs.

**Vote:**

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

Nays: 0

Absent: Donoghue - 1

**Motion passed**

**c. Board to consider a motion to approve the Indemnity Policy**

**Motion:** Krotiak moved to approve the Indemnity Policy, Carmichael seconded.

**Discussion:** Coen noted that the Indemnity Policy was discussed last month at the Policy Committee meeting. The Library's attorney reviewed the policy and did say that it is not necessary due to the Tort Immunity Act, but Coen reminded the Board that there are many policies the Library has in place that are based in current law. Krotiak asked if we use the same attorney as the Village. Coen replied that we do not.

**Vote:**

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

Nays: 0

Absent: Donoghue - 1

**Motion passed**

**d. Board to consider a motion to approve the Engberg Anderson proposal for architectural and project management services in the amount of \$39,600 for the replacement of the fire alarm system, roof/site drainage mitigation, and repairs to the boiler flue enclosure**

**Motion:** Booth moved to approve the Engberg Anderson proposal, Krotiak seconded.

**Discussion:** Coen noted that the proposal is from the firm who provided our capital needs assessment. The contract details will be finalized by our attorney and EA. Krotiak inquired about the scope of work from EA. Coen stated they will provide drawings, bid documents, and all construction management. Krotiak inquired if we need new drawings for the Fire Alarm System. Coen stated we do and O'Connor added that contractors need clear drawings to show what's there now. Krotiak asked how the projects are being funded and Coen said these are identified as capital projects within our Special Reserves budget. O'Connor asked Coen to inquire if this is a lump sum contract. Coen said she will confirm with EA.

**Vote:**

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

Nays: 0

Absent: Donoghue - 1

**Motion passed**

**e. Board to consider a motion to approve the list of days closed in 2026**

**Motion:** Carmichael moved to approve the list of days closed in 2026, Booth seconded.

**Discussion:** Coen noted that all dates are identified in our personnel policy except for the in-service day. We are asking the Board to approve a Friday in September for Staff In Service day.

**Vote:**

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

Nays: 0

Absent: Donoghue - 1

**Motion passed**

**11. Executive Session**

**a. Board to consider a motion to move into Executive session for purposes of Library Director's annual review.**

**Information:** According to 5 ILCS 120/2, the Board may move to go into executive session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public to determine its validity. However, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with this act.

**Motion:** Krotiak moved to move into Executive Session for the purposes of Library Director's annual review, Carmichael seconded.

**Vote:**

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

Nays: 0

Absent: Donoghue - 1

**Motion passed**

The meeting adjourned to Executive Session at 7:44 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, November 18, 2025 at 8:37 p.m.

## **13) Roll Call**

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

**Absent:** Trustee Melissa Donoghue

**Staff present:** Director Julia Coen and Assistant Director Colleen Seisser

**Also Present:** None

## **14) New Business (continued): None**

## **15) Adjournment**

**Motion:** Carmichael moved to adjourn at 8:38 p.m., Booth seconded.

**Discussion:** None

**Vote:** All in favor

**Motion passed**

**Respectfully submitted,**

**Heather Booth**

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